



# Summer Employment Opportunity

## Marketing Intern

The Downtown Conception Bay South Business Improvement Association represents over 120 businesses located between Manuels River and Terminal Road. The Downtown Conception Bay South Board of Management is welcoming applications from qualified and motivated individuals to fill the position of Marketing Intern.

### Description

The Marketing Intern will implement the Board of Management's social media strategy, using Downtown CBS's social media platforms to execute the strategy effectively. Potential exists for the Intern to branch into other channels not currently being utilized. The Intern will work with the Board on its member engagement plan and facilitate the plan through email, phone calls, and in-person visits. The employee will also develop and implement community programs and events for the summer months that aim to grow Downtown CBS. They will act as an ambassador for Downtown CBS at community events where a Downtown CBS presence is required. Regular attendance at monthly Board meetings is expected, where the Intern will provide updates on their activities and contributions to the organization's objectives.

### Requirements:

- Must be entering or returning to post-secondary training in the upcoming academic year or be currently enrolled in high school.
- Ability to accomplish multiple projects and assignments with minimal supervision.
- Excellent communication skills, including writing and public speaking.
- Proficient in the use of Facebook, Instagram, G Suite platforms, and MS Office applications.
- A valid Class 5 Newfoundland and Labrador driver's license and access to a vehicle.

**Compensation:** \$17.00/hour

**Schedule:** 35 hours/week, Monday to Friday from June 24 to August 16. Some evening and weekend work may be required.

To apply, please e-mail a resume and accompanying cover letter to [hello@downtowncbs.com](mailto:hello@downtowncbs.com).

Any inquiries regarding the employment opportunity can be made by phone @ 709-834-6500 ext. 703 or by email to [hello@downtowncbs.com](mailto:hello@downtowncbs.com).

**The deadline for application is Friday, May 24, 2023 at 4:00 pm.**