



RISE Tribe Academy
MARCOMM INTERN (1 Position)

Job brief

We are seeking a Marketing & Communications Intern, who is full of creative ideas and eager to contribute to building their community on a larger, yet local scale. You will collaborate with our Content Production Intern, RISE Creative Team & its Board Members in all stages of marketing / promotional campaigns. Your insightful contribution will help develop, expand and maintain our social media channels. You will gain visibility into the inner workings and aspects of RISE, and the Communications field. You will be responsible to provide concrete deliverables, as you learn from top to bottom. . The candidate will be responsible for assisting in developing and implementing Rise Tribe's Corporate & Community Building Strategy to engage and build relationships with key members of the community.

Responsibilities

- Fully support RISE Tribe's Communication strategy and execute it in different phases • Create and curate engaging content
- Communicate and build relationships with current or prospect clients/partners. • Supporting the Board Members in daily Communication-centric administrative tasks • Effectively utilize company's social media and blogs
- Create and distribute press releases
- Build and update media lists and databases
- Schedule, coordinate and attend various events
- Perform research and market analysis activities
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Help organize marketing events & promotional activations

Requirements

- Strong desire to learn, while exhibiting a professional drive
- A passion for community engagement and partnerships development (either through professional experience or volunteer experience)
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Solid understanding & proven experience with Instagram, Twitter, LinkedIn, YouTube and Facebook
- Passion for the marketing industry and its best practices

All candidates must:

- This position is part of our Canada Summer Jobs Program funded by Service Canada to provide employment opportunities for youth. You must be legally entitled to work in Canada and be between 15 - 30 years old on start date July 2021 to apply

Hours Per Week:

- This is a remote contract part time position, and the candidate is expected to dedicate 17.5 hrs/week (Fixed term of 280 hrs)
- Target Start Date of the position: July 2021

Next steps:

- Please send an email to: rissetribeto@gmail.com
- Subject: [Applicant's Name, Last Name] [Position Title]
- Please include a CV, any relevant links, and an explanation of why you'd like to join us
- Applications are requested by Monday, July 19th, 2021 by 12:00pm EST.

Supervision:

The successful candidates will work with the Rise Tribe Board. Ongoing support and mentorship will be offered by the Community Engagement & Programs Team to ensure holistic development of the candidate in capacities relevant to the job. Regular touchpoint will be scheduled for the candidates to receive support and direction, as well as targeted opportunities and guidance for personal growth and development. We aim to make this a comprehensive learning experience for our candidates as you gain professional skills in research, partnership development, strategic planning, community development, communication, and leadership.