

**Employer:** Tourism Northern Ontario (Tourism Excellence North)  
**Job Title:** Marketing and Communications Assistant  
**Reports to:** Tourism Excellence North Senior Program Coordinator  
**Location:** Sudbury, ON

### Tasks and Responsibilities

The student will assist in the following areas:

- Development and maintenance of web portal;
- Development of marketing, communications and publications;
- Media relations;
- Maintenance of social media sites and online training calendar;
- Updating of communication and training libraries;
- Designing and administering follow-up surveys; and
- General administrative duties.

### Job Requirements

- Student must be returning as a full-time post-secondary student in September 2017;
- Must be a Canadian citizen, permanent resident, or a protected person under the Refugee Act;
- Must be interested and enrolled in a Marketing, Communications, and/or Public Relations program;
- Excellent written and verbal communication skills and comprehension;
- Knowledge using Facebook, Twitter and Instagram;
- Computer proficiency with word processing, basic database, presentation and email software;
- Good organizational and time management skills;
- Customer service oriented;
- Bilingual (French/English) and able to demonstrate ability to speak and write fluently in both languages; and
- Works well as part of a team

### Health and Safety Considerations

- Carrying pull-up displays and event pieces (5 – 10 lb);
- Lifting boxes of print material, supplies (up to 35 lb); and
- Office ergonomics

Please submit your application to [info@tourismexcellencenorth.ca](mailto:info@tourismexcellencenorth.ca) by June 23, 2017.

**Rate:** \$13/Hr  
**Shift Type:** 9:00am - 4:00pm  
**Hours of Work:** 30 hours per week  
**Contract Duration:** June 5 to July 23, 2017  
**Application Deadline:** May 23, 2017