Intern, Marketing Coordinator

Organization
Established in 2003, the CGLCC is a trusted partner linking LGBT+ businesses in Canada to the wider business community. It fosters economic growth by supporting and nurturing LGBT+ businesses, entrepreneurs, students and allies, and by helping Canada’s corporate world connect with the LGBT+ business community. A leader in supplier diversity, it is also the certifying body in Canada for LGBT+ businesses.

CGLCC is looking for a candidate who is excited about impact driven change to make Canada a more inclusive place for the LGBT+ community. We have a really exciting opportunity for the right candidate to become a key member of our team.

The Marketing Coordinator will be responsible for supporting the bilingual marketing and communication efforts of the national CGLCC activities, including stakeholder communications and the marketing of several events and initiatives taking place in 2021. This includes but not limited to:

Responsibilities
- Write copy for social media posts, promotional emails, and other marketing collateral
- Assist in the creation of written, video, and image content for marketing channels
- Prepare images to coincide with social and blog posts
- Assist with website and blog updates via wordpress

Qualifications / Skills
- Applied understanding of basic marketing principles
- Familiarity with major social media platforms (Facebook, Twitter, Instagram, etc.)
- Creative problem-solving skills
- Self-starter with ability to work independently
- Comfortable with multitasking in a deadline-driven environment

cglcc.ca
Excellent written and verbal communication skills
Basic photography, image and video editing, and graphic design skills

Education Requirements
- Bachelor’s degree or currently working towards a bachelor’s degree in marketing, communications, or journalism

OR

- Bachelor’s degree or college diploma or currently working towards a bachelor’s degree or college diploma in graphic design

Experience Requirements
- Portfolio of written projects OR graphic design work
- Successful completion of introductory courses in marketing, business, or equivalent
- Previous experience with the use of Adobe Creative Cloud
- Proficient with the use of Microsoft Office (Excel, Outlook)
- Previous experience with social media management and scheduling platforms a bonus

Terms
- This is a home-based 15-week internship, 20 hours a week at a rate of $18 per hour.
- To be eligible, youth must:
  - be between 15 and 30 years of age at the start of the employment*;
  - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
  - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student’s time in Canada does not allow for a long-term connection to the labour market.

Application

- Please send your resume, one page cover letter to careers@cglcc.ca.

CGLCC is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know when completing this application.

This job would not be created without the financial assistance of the Canada Summer Jobs 2021 program.