

## **Executive Assistant and Partner Relations**

Reset Zone is a recently proud recipient of the 2019 Richmond Hill Board of Trade 'Chair Award for Best New Startup'! If you are looking to be a part of a dynamic team working on improving emotional wellness in the community, you should join our team! This summer internship is a great way to foster your skills with social media and marketing.

### **Internship**

- Length of contract: 9 weeks
- Compensation: \$18.00/hour
- Time: 30 hours/week
- Season: Summer

### **Qualifications**

- Enrolled in post-secondary education or recent graduate
- Strong written, verbal and presentation skills
- Working knowledge of social media platforms

### **Key Responsibilities**

- Managing and tracking day-to-day tasks
- Organizing and drafting emails and taking meeting minutes
- Calendar management
- Maintaining promotional materials inventory
- Preparing reports and assisting in strategies, plans and objectives
- Producing additional marketing communications, such as flyers, brochures and exhibition-related projects
- Maintain a strong media contact network and build new contacts
- Perform market research identifying areas upon which to focus
- Assist with focus groups and various media advertising campaigns
- Attend team meetings twice a week
- Attend networking events and tradeshow as required

### **Skills & Experience**

- Able to perform effectively in a team environment
- Strong organizational, planning and problem-solving skills
- Proficient at working independently, and remotely on tasks
- Ability to multitask, meet deadlines, and adapt to situations with tact and diplomacy
- Ability to define problems, collect data, draw conclusions and present findings
- Knowledge of on-line marketing capabilities including twitter, Facebook, Instagram, etc
- Excellent working knowledge of MS Office and ISO (Word, Excel, Power Point and Outlook)

If interested, please send your resume to [hr@resetzone.ca](mailto:hr@resetzone.ca)

Application deadline: May 15, 2019