

## **Social Media and Communications Manager**

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: \$20.00/hours
- Time: 30 hours/week
- Season: Summer

### **Qualifications**

- Enrolled in post-secondary education or recent graduate
- Experience with a variety of social media platforms
- Strong written, verbal and presentation skills

### **Key Responsibilities**

- Create and curate content for social media platforms
- Develop advertising plans and content to reach specific demographics
- Assist in the creation and implementation of marketing promotions
- Maintain a strong media contact network and build new contacts
- Utilizing marketing and brand management tools
- Partake in collaboration sessions with third-party marketing consultants
- Perform market research identifying areas upon which to focus
- Keep up to date with insights and analytics of various media and advertising campaigns and maintain reporting documentation
- 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 (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