

Fall Internship



ABOUT YES

YES (Youth Employment Services), a non-profit organization providing English-language employment and self-employment services is looking for a

Marketing Assistant (INTERNSHIP POSITION – 8 WEEKS/FT or 13 WEEKS/PT)

YES is looking for a talented individual who enjoys working with the public, has excellent problem-solving and computer skills, is a hard worker and a self-starter and has a pleasant personality.

RESPONSIBILITIES WILL INCLUDE

- 3/4 Assist with marketing activities within the organization
 - Assist with the creation and postings of program activities for social media on Facebook, LinkedIn, Instagram & Twitter
 - Work with the team to track our social media engagement to identify high-performing ideas and campaigns for scalability
 - Support marketing team with events; taking meeting minutes, updating spreadsheets, contact lists, creating weekly and monthly editorial calendars and assisting with the collection of auction items for the annual fundraising event
- Ø Replace the receptionist when needed
- Perform other duties and projects as assigned

REQUIREMENTS AND QUALIFICATIONS

- 3/4 Be between 16 and 30 years of age at the start of employment
 - 3/4 Be enrolled at a post-secondary institution as a full-time student (defined by the institution) in the Fall 2021 semester, and must intend to return to full time studies in 2021
 - Be studying in the field of Business Administration, Marketing or related field
 - Must have taken or be taking courses in marketing, communications or business, and have an understanding of social media platforms
 - Be available to work either on a full time or a part-time basis from September to December 2021 for a total of 280 hours
 - Must be able and equipped to work from home, if necessary
 - Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
 - 3/4 Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
 - 3/4 Have experience in event planning and fundraising events
 - 3/4 Have experience in customer service and excellent people skills
 - 3/4 Have excellent computer skills, including Office 365, Teams and Zoom platforms
- Be creative and have strong writing skills and be able to multitask and work in a team environment.

HOW TO APPLY:

Send your **cover letter** and U p V E X \ P p \$ X J X V W
to the Director of Administration and Personnel
at fa@yesmontreal.ca

(résumé must be accompanied by a cover letter)
YES is committed to equal opportunity employment and encourages applications of all backgrounds to apply

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