

QUIP Employer Sample Job Description

Company/Organization Name: ABC Employer

Job Title: Community and Brand Coordinator

Number of Positions: 1

Salary: \$45,000/year

Location of Work: Toronto, Ontario

Geographic Location of Employer: Greater Toronto Area

Job Type: Internship

Commitment: 35 hrs/week, 12 – 16 months

Start Date: September 2021

Deadline: Monday, May 17th, 2021 at 11:59PM EST (*An application deadline of 2-3 weeks after the posting is live is recommended*)

Internal Competition Number: 123XYZ

Job Description:

Who is ABC Employer?

ABC Employer is an innovative company that specializes in XYZ. We are searching for a student intern to lead our efforts of enhancing local and global awareness of the ABC Employer brand. We aspire to be the world leader in our field. To achieve this, we need talented and hardworking staff.

Your Position at Employer ABC

Your job as a Community and Brand Coordinator will be to coordinate ABC's community outreach and engagement initiatives. You will be responsible for increasing ABC's presence in the community as well as building relationships with other organizations that support ABC's work.

As a Community and Brand Coordinator, you will also be responsible for the following duties:

- Develop and implement outreach strategies for active ABC campaigns.
- Coordinate the development and distribution of promotional campaign materials.
- Seek out community groups and organizations to explore potential partnership opportunities.
- Identify relevant community events and ensure ABC's participation in such events.
- Other duties as required.

You will be reporting to the Director of Communications. You will be part of a vibrant team with lots of opportunities to learn about the industry and grow your professional skills and network. We offer a competitive base salary, 3 weeks of vacation in your first year with the company and comprehensive health and dental benefits.

Required Qualifications:

Candidates must possess the following qualifications:

- Excellent oral and written communication skills.
- Works well independently and as part of a team.
- Project coordination experience (either in a work or co-curricular setting).
- Enrolled in an undergraduate degree program (2nd or 3rd year) and eligible for QUIP
- Proven ability to work effectively and independently within a culturally diverse environment.
- Respects diversity and promotes inclusion in the workplace.

Preferred Qualifications:

- Excellent knowledge of Social Media platforms.
- Experience working with local community organizations.
- Experience managing a budget (could be in a workplace, for an event or a student/volunteer club/ organization).
- Familiarity with graphic design software.

How to Apply:

You must apply through BOTH MyCareer and by sending your application to the employer email address indicated below. Note that QUIP internships are required to be 12 to 16 months in length.

To apply for the Community and Brand Manager Coordinator, please email a cover letter and resume addressed to Hina Asad, Employment Specialist, at **ABCEmployer@gmail.com**. The deadline to apply for this position is **Monday, May 17th, 2021 at 11:59PM EST**.

ABC Employer will review all applications after the deadline and will contact successful applicants. If you have any questions about the position or how to apply, please contact Hina by phone at 1(613) 123- 4567 or by email at ABCEmployer@gmail.com.

Required Application Documents:

- Resume
- Cover Letter

Employment Equity and Accessibility Statement

Insert company-specific equity and accessibility statement.