

Marketing and Communications Intern

Canada Summer Jobs Position

37.5 hr/wk, 12 week contract (June – August)

Innovate Calgary

CALGARY, ALBERTA

Innovate Calgary is the technology transfer and business incubator center for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with UCalgary researchers, students, and other members, to help bridge the gap between discovery and creating economic and societal impact.

We provide a unique environment for employees combining a flexible working environment with significant exposure to the breadth of UCalgary's growing innovation and entrepreneurial ecosystem.

Key responsibilities:

The Marketing and Communications intern will support the needs of the Marketing and Communication team with a focus on design, digital media and content creation.

Key activities:

- Support the Innovate Calgary marketing team to deliver marketing initiatives including marketing strategy, promotional material, and marketing content
- Assist with designing marketing collateral for various teams within Innovate Calgary including powerpoint slides, one-pagers, handouts, social media graphics etc.
- Prepare social media content such as videos and images that showcase the various hubs Innovate Calgary runs and research supported by the technology transfer office
- Assist with writing news articles, blog material and website editing as needed
- Support and market conferences, webinars and events as needed

The ideal intern is someone who has:

- Excellent verbal and written communication skills, including strong writing skills
- Strong design skills
- Experience and interest in social media content creation
- Experience with the Adobe Suite (Photoshop, Indesign, Premier Pro) and Canva
- Has demonstrated interest or curiosity about technology and innovation is an asset
- High level of initiative, organization, curiosity, and problem-solving skills
- Initiative, is flexible, and able to work well under uncertainty
- Strong self-awareness, empathy, and emotional intelligence
- Strong intercultural competency, awareness, and appreciation for people with diverse backgrounds and experiences

Required Qualifications:

- This position is funded by the Canada Summer Jobs program. Candidates must be aged between 15-30 and be legally entitled to work in Canada, International students are not eligible.

Interested applicants are asked to forward their **resume, cover letter and portfolio** to hr@innovatecalgary.com by **May 23, 2022**.

We thank all applicants for their interest. However, we will contact only those persons for whom we need further information or are being considered for an interview.

Innovate Calgary is an equal opportunity organizations committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally-protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs. Please contact us at hr@innovatecalgary.com to start a conversation about different accommodations available.