



Currently Seeking Student for Summer Placement  
Marketing / PR Assistant

**JOIN OUR DYNAMIC TEAM!**  
**COMPENSATION INCLUDES MEMBERSHIP TO RECC!!**

**Position Title:** Marketing/PR Assistant  
**Reports To:** Director of Partnerships and Events  
**Position Length:** 30 hrs/week; term contract for 8 weeks  
**Start Date:** June 19 – July 3, 2017; dependant on successful applicant

**NOTE:** This position is only open to applicants who have just completed at least one year of post-secondary education (college/ university/diploma program) and can prove acceptance to return to studies in September.

**POSITION SUMMARY**

The Marketing/PR Assistant will provide direct support to the Director of Partnerships and Events, frequently representing the RECC at various events and summer functions, promoting events, programs, and membership advantages. The successful candidate will possess an outgoing, dynamic personality, able to quickly engage others in conversation in a courteous and respectful manner. Quick to learn, and capable of clear, articulate communication, the Marketing/PR Assistant will assist the Director of Partnerships and Events in promoting the RECC through creation of promotional materials, facilitation of PR booths, and a variety of other creative methods.

**QUALIFICATIONS**

- Must have some training/education in marketing and promotions or public relations
- Exceptional communication skills, both written and oral, with proven experience in promotions or sales
- Superior organizational and time management skills, with ability to handle competing priorities and strict deadlines
- Detail oriented, with ability to create, compose, and edit written materials
- Flexible and committed to work weekends, nights and holidays as required
- Preferred: Exceptional computer skills required, including competency in Microsoft Office, with ability to quickly learn new software programs

**CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS ARE MANDATORY FOR EMPLOYMENT AT THE RECC AND MUST BE PRESENTED BEFORE SHIFTS CAN BEGIN.**

**WAGES: \$12/hr**

*We welcome resumes from all qualified applicants, however, only those selected for an interview will be contacted. Please include in your cover letter the name of the school and program completed this spring, and that registered for in Fall 2017.*

*Applications must be submitted to [admin@ratheastlinkcc.ca](mailto:admin@ratheastlinkcc.ca) by Wednesday, May 31, 2017.*