

## **Position: Digital Marketing, Jr.**

As part of the Digital Skills for Youth Program coordinated by Communautique, Montreal NewTech (MNT) is looking for a Digital Marketing, Jr.

MNT fosters the adoption of technology innovation by strengthening the collaboration between start-ups, researchers and industry. We do so by building up a community around technology, organizing public nationwide digital conferences every 3 months and implementing other initiatives to strengthen collaborations in the innovation ecosystem of Canada.

The digital marketing Jr will assist the marketing manager to execute the strategies implemented to keep the community active and engaged. The person holding this position will support the promotion of MNT's conferences and initiatives to a wide audience. This person will also work in collaboration with the marketing manager in proposing new strategies to increase the reach and the engagement of our initiatives.

### **Responsibilities (what you are accountable for)**

Under the direction of the marketing manager, this person will

- Elaborate digital marketing assets.
- Digital Community Management
- Marketing Automations,
- Elaborate and implement digital strategies.

### **Conditions of the Internship**

35 hrs per week on a 6 months contract, starting on July 5th, 2021 at an hourly rate of 26.79 CAD before taxes and deductions. This is a WFH (Work from Home) position. This internship includes training coordinated by Communautique.

### **Outcomes & KPI (how to measure the success)**

To be determined in collaboration between the management team and the holder of this responsibility.

## Required Skills and Qualifications

**Note:** Candidate ideally must have the skills and qualifications here below, but MNT favours attitude (drive, interest for learning, hustling, and an “I’ll figure it out” behaviour”) over the skills and qualifications.

- Bachelor in Marketing, Communication (or combination of experience equivalence),
- Bilingual: French and English (Oral & Written),
- Passionate about startups and/or non-profit sector,
- Passion for digital and social media with some experience and/or understanding of content planning/advertising and community management on a number of platforms (ex: Facebook, Instagram, Twitter),
- Advanced knowledge in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook)
- Excellent communication, writing, and editing skills,
- Honest, dynamic, detail-oriented yet efficient, professional, enthusiastic, and resilient,
- Diplomatic, flexible, capable of adapting, and ease of working with multiple stakeholders,
- Self-starter with a sense of accountability and the ability to take initiative and ownership of responsibilities,
- A team-oriented individual who demonstrates a willingness to build collaborative relationships and assist others, yet is capable of working independently,
- Open to constructive criticism and receptive to changes with regard to the continuous improvement of our services,
- Possess strong organizational, time management, and project management skills, and is capable of working under pressure and efficiently on multiple projects simultaneously.

## Eligibility

The intern must meet the following eligibility criteria:

- Be between 15 and 30 years old at the beginning of the internship
- Have completed post-secondary studies
- Have the legal right to work in Canada
- Be a Canadian citizen, a permanent resident or a person with refugee status in Canada
- Not receive employment insurance (EI) during the internship
- Self-assess as underemployed, that is, employed below their level of education or holding a part-time job
- Not have already participated in a digital skills for youth program.

## How to apply

Please, send your resume and a cover letter to [alejandro@mtlnewtech.com](mailto:alejandro@mtlnewtech.com)

Note. Recruitment is based on skills and mindset. Montreal NewTech upholds strongly to values of inclusion and diversity. MNT aims to have an even distribution of genders, and have a diversity of backgrounds, MNT focuses on communities underrepresented in the technology-innovation sector.

With funding from

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