

# Job Description: Part-time Marketing Coordinator (Internship) – Canada Summer Jobs

[Hypha Worker Co-operative](#) (Hypha) is looking for a **Part-time Marketing Coordinator (Internship)** to support our communications strategy and refine our use of digital media channels. This position is part of the Canada Summer Jobs (CSJ) program and is open to youth aged 15–30.

## More about us

[Hypha Worker Co-operative](#) is a non-profit tech worker co-op based in Tkaronto (Toronto) formed in 2019. We help organizations and communities redesign their relationships with digital technology through:

- Strategy & coaching
- Technology design & development
- Infrastructure deployment & management

As a remote-first organization, our projects accommodate flexible schedules and work arrangements. We are committed to [the co-operative principles](#), which provide a pathway for all to worker ownership. If working openly on value-driven technology is your jam, let's talk! You can read more about our mission, vision, and values, as well as ways we work together in [our organizational handbook](#).

## Here are some of the things you'll do

You will work with Hypha workers to extend an early communications strategy and refine our use of digital media channels. Activities include:

- Developing, implementing, and evaluating communications strategies and programs designed to inform clients, collaborators, and neighbouring organizations about Hypha's initiatives
- Supporting development and implementation of advertising or sales promotion strategies through digital media channels
- Gathering, researching, and preparing communications material for internal and external audiences
- Coordinating special projects and promotional events for internal and external audiences

Our organizational stack includes:

- Google Docs for writing and developing plans
- Twitter, Instagram, and LinkedIn for social media presence
- GitHub for tracking tasks we are working on
- Matrix and Element for private team chat
- Big Blue Button for video calls

We know no one checks every box. If you have experience with two or more of these tools, and are curious about the others, please reach out to us. To see more of the technologies we use and how we work together, check out our [GitHub organization](#).

## Qualifications and skills we are looking for

- 1 year of communications, social media or marketing experience (this could include volunteer projects!)
- Basic knowledge of digital design and word processing software to create marketing and promotional materials
- Experience with collaborative and remote working tools, such as productivity tools, chat, task managers and project boards, and video conferencing software
- Ability to work independently and collaborate in a distributed team environment
- Strong planning and problem-solving skills with the ability to multitask and meet deadlines
- Excellent time management skills and the ability to prioritize work
- Clear and compassionate oral, written, and public communication skills
- Demonstrated commitment to the principles of equity and diversity with alignment on Hypha's [mission and values](#)

## Location

Remote position, with a preference for Toronto-based youth aged 15–30. You must be legally entitled to work in Canada.

## Compensation

Hourly rate of **\$22.00**.

## Hours and contract term

Work completed Monday to Friday, for a total of **16 hours per week**. This is a **temporary position** for 10 weeks or 160 hours starting immediately and **ending by September 2021**.

## Process to apply

To be considered, please email us at [hiring@hypha.coop](mailto:hiring@hypha.coop) with the following **as soon as possible**:

- Resume or CV (ideally as a PDF)
- Brief covering statement (in email body is fine) outlining why you are a fit for the position, this could include:
  - Description of a recent project or volunteer role
  - Links to a portfolio or previous work
  - Mention of how you heard about this position (e.g., job board, listserv, etc.)
- If you would like us to keep your information on file for future opportunities

Applications will be reviewed on a rolling basis.

Hypha acknowledges and strives to reduce barriers for members of equity-seeking groups through our hiring practices, in line with the equal rights and opportunities protected in the *Ontario Human Rights Code* and (Federal) *Employment Equity Act*.