



Information & Communications Technology INTERNSHIP PROGRAM

Information & Communications Technology (ICT) is a broad industry that covers any product or service that will store, manipulate, transmit, or receive information electronically.

The Business Marketing & Social Media Coordinator

Work to promote the business through various social media platforms and marketing efforts. The ideal candidate is a high-energy individual with excellent organizational skills, a strong attention to detail and the ability to communicate effectively in both written and verbal communications.

TASKS:

- Organize, develop, and sustain social media campaigns (Facebook, Instagram, and Twitter) and website content.
- Act as a brand ambassador and ensure company principles are upheld.
- Generate reports on marketing data (analytics, ad performance, social media).
- Produce communication templates for external stakeholders.
- And more.... the role is growing and always evolving.

SKILLS NEEDED:

- Can easily navigate and excel and the functions within social media platforms.
- Enjoys creating content form pictures, video, and has proficiency with Microsoft Office.
- Flexibility in managing a challenging and dynamic workload.
- Excellent writing and editing skills to create content.
- Courses in Communication Strategies, Marketing and Management or Photography considered an asset.

CHARACTER OF STUDENT:

- People first mentality.
- Will bring passion for learning and promoting the construction industry.
- Someone who is self-motivated, proactive, and goal oriented.
- Someone who takes constructive criticism to help them grow.
- Someone who wants the opportunity to help grow a company into a recognized brand.

POSITION AVAILABLE DURING: Summer

EXPECTED START DATE: July 5th, 2021

LOCATION: Calgary, Alberta

WORK REMOTELY: TBD

HOURS: TBD

FOLLOW US @careersnextgen



Call us at **1.888.757.7172**
or email **info@nextgen.org**
visit **www.careersnextgen.ca**

