

Marketing and Special Projects Assistant –Summer Position

Position: (10-12 weeks) to be located at Community Links Provincial Office
5516 Spring Garden Road, Halifax \$12.00/hr, 30-35 hours per week.

Description of duties:

- Coordinate a photo contest for use in the 2013 Year of Aging Well Calendar, including developing promotional materials (poster, email messages, contest guidelines and rules), contacting potential prize sponsors, communicating with contest entrants, organizing and enhancing photos, recruiting contest judges, etc.
- Act as a member of the calendar sub-committee re above
- Develop display for the 50+ Expo to take place June 08/09, 2012. Attend the Expo both days to staff booth along with volunteers.
- Assist Community Links in website improvements and exploring social media options such as Facebook/Twitter
- Participate in follow up activities to the Intergenerational Forum held in Spring 2012.
- Assist in preparations for the Provincial Ageing Well Together Gathering, to take place in Fall 2012
- Assist with activities related to Community Links projects, as well as Ageing Well Together Coalition projects, such as preparation of promotional materials
- Other duties as required, such as assist with administrative support activities for Community Links Provincial Office.

Supervision:

On site supervision and mentoring provided by Community Links Regional Coordinator, Capital Region

Qualifications: Above average communication skills, proficiency with MS Office Suite (Word, Excel, Powerpoint), Photo editing experience, familiarity with web design and graphic design; interest and experience in marketing, including sales, advertising, public relations.

Apply by email to: admin@nscommunitylinks.ca