

# Communication and Advertisement Assistant Internship

*Join a growing Association that represents more than 30 community newspaper across Quebec. At QCNA we thrive to offer our members the best services through first class events, social media presence and fundraising activities. Take advantage of this opportunity to work closely with experienced editors, publishers and journalists from across the province.*

We are seeking a Communication and Advertisement Assistant for a one-year internship program through Youth Canada Works. The duration of the internship is for 52 weeks (starting September 1st 2018 and ending August 31st 2019) with possibility for a fulltime position after this period. Salary range is between 29 000\$- 36 000\$ depending on experience. The position is in the Nation's Capital Region and office location to be determined with candidate. You must have the following criteria's in order to submit an application.

## **YCW program criteria:**

### **You must be...**

- A Canadian citizen or permanent resident or refugee status in Canada (non-residents that have a temporary work visa or are waiting to receive their permanent residency, are not admissible);
- Legally authorized to work in Canada;
- Accept and commit to work full-time for the entire duration of the internship;
- Must not have another employment that exceeds 30 hours a week during this internship program;
- An unemployed College or university graduate or working out of their graduated field;

- Have received your diploma no later than 36 months prior to your start date as an intern;
- Must not be on unemployment insurance during this internship;
- You are not eligible if you have previously participated or received an income from this program or from any other program of Career objectives of the Youth Employment Strategy of the Canadian government.
- Have practical knowledge of both French and English languages.

### **Job Responsibilities:**

You will be responsible for the coordinating and ensuring the booking of advertising placements to member newspapers including the production of four newspaper inserts. The individual will also help develop lobbying campaigns included but not limited to writing articles, develop a communication and written material. Working closely to assist the Executive Director in creating, manage and deliver various events to enhance membership, entice participation and increase the organisation's budget. You will also be expected to boost all social media and website performances' for QCNA and report on these analytics. Work with staff on all related duties including office policy drafting for best practice sharing.

### **Job Duties:**

- Work closely with the Board Editorial committee, including all work relating to the awards;
- With the Executive Director to set the objectives for the four newspaper inserts produced by QCNA for newspaper members;
- Aid the Administrator plan the AGM, and awards ceremony;
- Develop sponsorship kit, sales material and assists in selling blanket classified, display advertisements and press releases;
- Various writing duties including articles, promotional documents, revision, translation;
- Supervise volunteers or interns in performing communication duties;
- Developpe communication strategy;

- Maintain Social media on Twitter, Facebook, LinkedIn, Instagram and website;
- Develop and maintain a relationship with our members for social media shared content;
- Keep management informed by preparing reports; making presentations to the Board; interpreting information; making recommendations;
- Maintain quality service by establishing and enforcing standards and resolving member issues;
- Maintains work process flows by coordinating information and requirements with other employees;
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies;
- Contributes to team effort by accomplishing related tasks as needed:
- Other duties.

### **Skills and Qualifications:**

Creative, Self-Motivator, Management and Organisational skills, Project management knowledge, Good Planning Abilities, Excellent written skills in both official languages, Customer Service Oriented, Presentation Skills, Technical Understanding of social media and analytics, Team Player, Work without supervision, Leadership and decision making capabilities, Take Responsibility for your decisions and Adaptable.

Please submit your résumé to [info@qcna.qc.ca](mailto:info@qcna.qc.ca) attention: Internship YCW  
Only the chosen candidates will be contacted for the interview process.