



**2017 Summer Student Position
Marketing & Administrative Support
Start Date: May 2017**

Ideal: Marketing and BComm background student

Summary: Assist with the execution of all marketing emails dealing with Willow Creek Canada events, as well as assisting in the marketing plan for these events. Assist with the marketing and administrative support for the launch of our new membership program.

Position Type & Compensation:

- 35 hours per week/16 weeks
- \$14.00/hr

Responsibilities:

- Assists with administrative tasks supporting marketing campaigns
- Assists in preparing mailouts and making calls for the WCC Membership Launch
- Building marketing strategies
- Data Analysis
- Report Building
- Prepare and send out marketing emails and mailouts

Skills:

- Education or employment background in administration, marketing/communications, or small business
- Strong computer skills, including word Microsoft Excel, database and Internet programs
- Strong writing and communication skills in English; French and/or other languages an asset
- Ability to work as an energetic, committed team member and assist with whatever tasks are required