



**2018 Summer Student Position
Marketing & Administrative Support
Start Date: May 2018**

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 our membership program.

Position Type & Compensation:

- 35 hours per week/12 weeks
- \$15.00/hr

Responsibilities:

- Assisting with administrative tasks supporting marketing campaigns
- Assisting in preparing mailouts and acting as support person for membership program
- Building marketing strategies
- Data Analysis
- Report Building
- Preparing and sending out marketing emails and mailouts for events

Skills:

- Education or employment background in administration, marketing/communications, or experience working in a small business setting
- Strong computer skills, including Microsoft Excel and Word, 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