



**Job Title: Assistant Coordinator, Business Development - Intern**

**Duration:** Full-time, 4-month contract term from October '11 – December '11 (Fall), January – April (Winter), or May – August (Summer)

**Compensation:** \$3200 honorarium provided upon completion of the term

**Location:** Toronto, ON

**Website:** [www.trojanone.com](http://www.trojanone.com)

**Application Deadline:** ASAP

**Overview**

TrojanOne is offering an Assistant Coordinator, Business Development internship. We are seeking a creative individual with great writing skills and a passion for brand activation, marketing and sponsorship to join our dynamic team. TrojanOne is in the business of engaging consumers through the creation and delivery of innovative and meaningful consumer brand experiences.

**Job Purpose**

This internship will provide you the opportunity to gain valuable industry experience and a chance to network and communicate with business professionals. Through networking and job shadowing the incumbent can expand on their employable skills, develop new techniques and learn valuable skills to succeed in a marketing environment.

**Strategic Roles**

- Writing, editing and proofreading
- Research
- Brainstorming
- Concept development

**Job Duties and Tasks**

- Support the completion of comprehensive marketing and sponsorship strategies and corresponding implementation plans for clients.
- Assist with the development, coordination, and creation of new business proposals and presentations. Effectively develop and communicate pitch timelines and coordinate a cross-functional team to meet them.
- Researching, writing, proofing, and editing marketing communications.
- Liaise with the TrojanOne studio in the development of creative materials.
- Contribute to the planning, development and execution of marketing activities related to both TrojanOne and the Canadian Sponsorship Forum as needed.
- Completing and submit weekly timesheets on time.
- Performing clerical and other duties in support of office and event operations e.g. copying materials, serving as receptionist, helping out at events, and picking up materials as required.

## Qualifications

- Passionate about marketing, brand activation and sponsorship
- Currently studying or have completed a undergraduate degree, diploma and/or post-graduate certificate in marketing, public relations, event management or a related field
- Creative thinker with exceptional writing, editing, and proofing skills
- 0-2 years of related experience
- Strong time management and organization skills: ability to prioritize multiple tasks while working well in a multiple deadline-oriented environment
- Adept at using MS Office applications (experience using Mac OS X and Keynote an asset)
- Love of sports and entertainment a plus

## Competencies

- *Written & Verbal Communication:* Strong written and oral presentation skills. Express clearly, listen actively and understand others well in a group setting.
- *Commitment to Quality:* Ensure work is done correctly, completely, and within a set deadline. Documents must be detailed and professional.
- *Willingness to Learn:* Demonstrate a strong desire to work with and learn from a variety of different people within the organization.
- *Team Work:* Develop and maintain positive working relationship with all employees.
- *Computer Skills:* Must be proficient in using PowerPoint, Word, Excel, Internet and email

## How to Apply

Send your application ASAP to [resumes@trojanone.com](mailto:resumes@trojanone.com) referencing **BD-INTERN and the work term of interest** in the subject line of your email. The application should include a cover letter, resume, and a copy of your school transcripts (unofficial permitted).

TrojanOne is an equal opportunity employer. Please be advised that only successful applicants will be contacted.