



Job Title: Assistant Coordinator, Business Development – Intern, T1 Partnership Marketing

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

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

Location: Toronto, Ontario

Website: www.trojanone.com

Application Deadline: ASAP

Overview

TrojanOne is offering an Assistant Business Development Coordinator position with T1 Partnership Marketing. We are seeking a highly motivated individual with a passion for sales/marketing to join our dynamic team. Representing blue chip sports and entertainment properties, including the Canadian Paralympics Committee, ParticipACTION, Cirque du Soleil, and the Canadian School Sports Federation, T1 Partnership Marketing brokers strategic partnerships and sponsorships for dynamic, engaged brands.

Strategic Role

- Lead Generation

Job Purpose

This internship will provide you the opportunity to gain valuable experience in both sales and marketing, and a chance to network and communicate with business professionals. Through job shadowing and taking on independent challenges, the incumbent can expand on his or her employable skills, develop new techniques and learn valuable skills to succeed in a marketing environment.

Job Tasks and Duties

- Sourcing and researching prospects for new business leads.
- Attending sales meetings and learning the sales process.
- Attending and sharing thoughts at brainstorming meetings.
- Sourcing prospects and selling delegate passes for the 2012 Canadian Sponsorship Forum.
- Updating the sales database and coordinating program reports.

- Performing clerical and other duties in support of office and event operations e.g. copying materials, serving as receptionist, helping out at events, physical labor, and picking up materials, as needed.

Qualifications

- A passion for sales, marketing, and communications.
- Business, Marketing or Communications degree/diploma in progress or completed.
- Detail-orientated with strong oral and written communication skills and strong organizational skills.
- Intermediate proficiency in MS Office applications (Word, PowerPoint, and especially Excel).
- Sales experience an asset.

Competencies

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.

Written and Verbal Communication: 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.

Computer Skills: Must be proficient in using Word, Excel Power point, Internet, email.

How to Apply

Send your application ASAP to resumes@trojanone.com referencing **T1P-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.