



Job Title: Assistant Coordinator, Consumer Engagement - Intern

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

Locations: Toronto, ON (CET-INTERN) and Vancouver, BC (CEV-INTERN)

Number of Positions: 7

Website: www.trojanone.com

Application Deadline: ASAP

Overview

TrojanOne is offering an Assistant Consumer Engagement Coordinator internship. We are seeking highly motivated individuals with a passion for marketing 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.

Strategic Roles

- Research
- Project Management Assistance

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.

Job Duties and Tasks

- Conduct project-based work consisting of research, proposal writing, training manual, presentations, and contracts
- Provide, develop and work within timelines, critical paths, research, program activation, program reporting, and managing creative requests
- Attend client meetings and develop detailed contact reports
- Source local program suppliers
- Attend weekly internal account team meetings
- Provide support with event organization by booking and managing venues, program shipments, staff transportation and accommodation
- Write event reports: weekly, post-event, contact and field staff reporting
- Complete and submit weekly timesheets on time
- Event liaison, support in pre-program planning

- Assist with the lead generation and delegate sales of the Sponsorship Forum, as needed
- Respond to phone/email promptly and courteously
- Submit individual task list on daily basis to manager
- Attend events as staff when requested
- Attend company-wide meeting on a regular basis
- Perform 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

- Enrolled in or recently graduated from a Marketing Major or Corporate Communications program. Event management experience preferred, but not required.
- Knowledge of current happenings and trends in the marketing industry e.g. recent activations, events, and campaigns
- Strong writing and editing skills
- Strong organization and attention to detail
- Adept at using MS Office applications, Internet and email (experience using Mac OS X and Keynote 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 noting **CE-INTERN (if applying for Toronto) OR CEV-INTERN (if applying for Vancouver) 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).

Late applications may be considered.

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