

COMMUNICATIONS INTERN



The Tri-Cities Chamber of Commerce, serving Coquitlam, Port Coquitlam and Port Moody, has a Communications Advisor position for the summer available.

Length: Up to 16 Weeks

Reports to: Chief Executive Officer

Location: Tri-Cities Chamber of Commerce Office
#205 - 2773 Barnet Hwy, Coquitlam V3B 1C2

Responsibilities

The responsibilities include but are not limited to:

- Assist in planning and delivering communications plan.
- Assist in researching and developing online and print communications.
- Produce videos for the business community.
- Research and development of new communications channels including podcasts, YouTube, and video marketing.
- Researching and updating business resources and benefit programs.
- Support with miscellaneous administrative tasks including database updates, email bounceback clean up, and member updates.
- Assisting members and local businesses.

Qualifications

The successful candidate must:

- Be between 15 and 30 years of age
- Be legally entitled to work in Canada
- Be detail-oriented and have high standards of quality
- Have strong communication skills
- Have strong interpersonal skills both in person and by phone
- Possess strong organizational skills; i.e. develop files and maintain current information on computer and in hard copy
- Be proficient in Microsoft Word, Excel, PowerPoint, and gSuite

This position is partially funded by the Summer Jobs Canada Program.

Deadline for applications is Wednesday, May 5.

Please send resume and cover letter to stephanie@tricityschamber.com

Visit us at www.tricityschamber.com