

JOB OPPORTUNITY

SHIFT, Thunder Bay's Young Professionals Network, promotes networking and collaboration among young people between 19-40 years from a variety of professions and backgrounds. The organization hosts diverse personal and professional development activities for young people to connect with mentors, encourage knowledge sharing, and build meaningful relationships in the community.

CORPORATE PARTNERSHIPS OFFICER INTERN

Full-time – 1-year contract (Paid Internship)

Start Date: April 27, 2018

SHIFT Thunder Bay's Young Professionals Network is hiring a Corporate Partnerships Officer Intern. The Corporate Partnerships Officer is to help SHIFT fulfill its vision of retaining and attracting young professionals in the community of Thunder Bay and bringing the under 40 demographic together to enhance professional and community development.

- The intern will support SHIFT's relationships with key stakeholders within Thunder Bay and surrounding areas,
- Event planning and co-ordination will be done on a weekly basis;
- Assist with membership recruitment, with focus on corporate memberships;
- Conduct research within the community to determine which companies' values coincide with SHIFT, and analyze best approaches for connecting with said companies;
- Assist in the development of sponsorship packages, and developing presentations to target companies & organizations;
- Engage membership and stakeholders in data collection regarding SHIFT's impacts on the community;
- Assist the SHIFT Director of Fund Development, Director of Membership Services, Vice President, and President in implementing Corporate partnerships and relations; and,
- Participate in connecting young professionals to SHIFT.

In addition, the Corporate Partnerships Officer Intern will manage the day to day operations of SHIFT by:

- Taking phone calls,
- Managing emails, website, and SHIFT's Social Media activities,
- Coordinating volunteers,
- Attending community events,
- And, various other office duties.



A recent graduate in the areas of communications, public relations, marketing, entrepreneurship, business, or similar background is sought for this position.

Successful candidates will have:

- Strong written and verbal communications skills;
- The ability to plan and co-ordinate events is essential;
- Strong presentation skills, able to disseminate important information to the public;
- Excellent organization, planning, project and time management with the ability to work under pressure;
- Experience using social media,
- Experience using design programs for marketing purposes is an asset (i.e. CANVA),
- Ability to build and manage relationships with contacts;
- Event planning and coordination experience;
- Sensitivity to diverse cultures and able to address local community needs;
- And, flexibility in hours. May be required to meet with individuals/groups outside normal business hours.

How to Apply

- Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to info@shiftnetwork.ca by **4:00PM on April 3, 2018**.
- While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Conditions

- Applicant must be a University or College graduate who has graduated within the last three years from an accredited college or university.
- Applicant must be a graduate of a post-secondary degree or diploma program.
- Must be the first employment in the applicant's field of study.
- Applicant must not have been funded by the NOHFC internship program at any other time.
- Applicant must be legally entitled to work in Canada.



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