



Content Creation and Partnerships Intern (26-ST02-2)

The Content Creation and Partnerships Intern will work to support marketing, engagement, and partnerships for municipal events and recreation programs. Supporting the Program Coordinator - Arts, Culture, and Creative Events, the Intern will work with the planning, creation, and scheduling of digital and print content, supervision and execution of partnership agreements, and development and carryout of data collection across digital and in person means.

May 5 - August 22, 37.5 hours per week, \$19 per hour, based in Sydney with travel throughout CBRM required

In this role, the Content Creation and Partnerships Intern will:

- support administrative duties related to events including creation and delivery of documents and applications
- work collaboratively to develop content for Meta (Facebook/Instagram), TikTok, YouTube, etc
- write copy, film video, and record audio for content
- work collaboratively to develop data collection processes and manage collection
- supervise and manage events staff and volunteer teams
- work collaboratively with content creators, sponsors, marketing team, and others to represent events
- other duties as necessary

Required Qualifications:

- Ability to work full time in Canada
- Excellent communications skill in English
- 2+ years experience in marketing, content creation, social media management, and events
- Working knowledge of harm reduction, anti-racism and inclusion, and accessibility
- Class 5 drivers license and willingness to drive within CBRM

Preferred Qualifications:

- Working knowledge of Adobe Creative Suite, Meta Business Suite
- Previous experience with event logistics and building event spaces
- First aid, CPR, OHS, bystander intervention training
- Multi-lingual

Working Conditions:

- Mix of office and outdoor event settings
- Long hours in outdoor setting with myriad of conditions (wind, rain, heat)
- Loud environments for prolonged periods >85db
- Frequent lifting up to 50lbs
- Working evenings, weekends as necessary

To Apply:

Submit a cover letter and resume, clearly outlining your qualifications for the position, to recreationjobs@cbrm.ns.ca quoting the job number above. Only applicants selected for an interview will be contacted.