



OFFICE SUPPORT INTERN Sudbury, ON

This is a great opportunity for a new graduate to gain experience with a paid internship! The Canadian Association of Science Centres is seeking an intern to work closely with the Office Manager to help science centres across Canada inspire a creative and prosperous Canada through science and technology engagement.

As the Office Support Intern, you'll spend most of your time on:

- Assisting with sponsorship opportunities and with sponsor packages and grant applications for cross-Canada initiatives
- Researching initiatives designed to benefit the CASC membership
- Drafting and distributing communications to our members and potential donors
- Coordinating new professional development activities (webinars, conference activities, etc.)
- Adding content to website and using social media to promote activities

These are the qualities and skills you must have to successfully do this job:

- Excellent written and verbal communications skills in both English and French
- Good time management skills and a willingness to learn
- Creative with attention to detail
- Customer service oriented and confident demeanor
- Ability to work under pressure and independently

Qualifications:

University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program, preferably in business, public relations and/or communications with an interest or background in STEM. The position will be a first full-time employment in the candidate's field of study.

Application deadline: May 21, 2018

To apply, please email: info@casc-accs.com with OFFICE SUPPORT INTERN as subject.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



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