



CANADIAN ASSOCIATION OF SCIENCE CENTRES
ASSOCIATION CANADIENNE DES CENTRES DE SCIENCES

MEMBERSHIP RECRUITMENT – INTERN

Greater Sudbury, ON (Temporarily remote)
\$17.70 an hour (Full-time, 1 year contract, Internship)

Position Description

The Membership Recruitment – Intern reports to the Manager, Member Services & Communications. The core function of the Membership Recruitment – Intern is to identify and recruit new CASC members while representing and advocating the role of the Association to existing and prospective members.

Qualifications:

- You have the ability to work remotely until further notice (office location is in Sudbury, Ontario). Tools/technology will be provided.
- You are a university or college graduate who has graduated within the last three years from an accredited college or university.
- You are a graduate of a post-secondary degree or diploma program, preferably in Business, Sales and/or Marketing. Relevant College or University programs will also be considered.
- This position will be a first full-time employment in your field of study.

Skills you must have to be successful in this role:

- Stellar written and oral communication (in English)
 - writing emails, video conferencing and making phone calls.

- Creative, detail-oriented and organized
 - think outside the box
 - prioritize multiple tasks and meet deadlines
- Customer service oriented
 - innovative and problem solving

We'd love to hear from you if you:

- Support making science approachable, relevant, and accessible.
- Are committed to anti-racism, valuing diversity, and contributing to an inclusive workplace environment.
- Are a positive and outgoing team player with a desire to succeed.
- Are a self-starter with the ability to work independently and re-prioritizing tasks.
- Are able to work in a consultative and collaborative fashion with a willingness to learn and adjust to change.

You'll spend your first six (6) months:

- Working closely with the Manager, Member Services & Communications to integrate recruitment plans with existing member retention efforts.
- Creating creative new member recruitment strategies for effective membership recruitment materials and campaigns.
 - Identifying geographic areas, sectors, and industries providing opportunity for membership growth.
 - Using social media channels (Twitter, Facebook, Instagram and LinkedIn) to promote and engage potential members.
 - Working with design and presentation software (power point, Adobe Creative Suites (e.g., Indesign, Adobe Illustrator), Canva
- Sourcing and attending events (trade shows, conferences...) for recruiting purposes. All COVID-19 safety recommendations will be followed.

- Contributing to team tasks such as updating the member database, in-house renewal processing, file update and maintenance and other tasks as assigned.

Contract length: 12 months

Expected start date: 2021-03-15

Application deadline: February 28, 2021

CASC is an equal opportunity employer. We value diversity and are committed to an inclusive and equitable work environment*. Selection decisions are solely based on job-related factors. We encourage all qualified candidates to apply.

**As part of our commitment to an inclusive work environment we accept and encourage anonymized resumes.*

To apply, please email your cover letter and resume to: info@casc-accs.com with INTERN – MEMBERSHIP RECRUITMENT as the 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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