



**Student Administrative Council
Sir Sandford Fleming College
Job Description**

Job Title:	Communications and Marketing Intern
Appointment type:	Part-Time
Location:	Fleming College Sutherland Campus
Reports to:	General Manager
Hours of Work:	10-15 hours per week
Pay Scale:	Minimum wage

Position Summary:

The Communications & Marketing Intern is responsible to assist in the development of creative executions for mobile/web applications, print/digital marketing collateral and social media/content marketing assets, as well as, assisting with photography and video needed to support other staff. The Intern will work within the established policies of S.A.C. relative to privacy, social media and Communications for S.A.C. Hours are flexible and require hours to be worked in our on-campus office in addition to the ability to work remotely part of the time.

Major Duties and Responsibilities:

- **Communications & Marketing**
 - o Update all bulletin boards around the campus on an ongoing basis.
 - o Update and maintain the Screenfluence system.
 - o Collaborate with staff on new ideas, directions, and tools for marketing and communications.
 - o Liaise with students as ambassador for Fleming SAC and the Steele Centre at events.

- **Social Media**
 - o Assist in planning, writing, and managing social media posts.
 - o Update and maintain Fleming SAC social media presence, including daily monitoring, posting, scheduling and reporting updates.

- **Graphic Design**
 - o Design event/program fliers, graphics, and other marketing material for digital and print marketing.
 - o Edit and format photos and videos for social media and commercial use.
 - o Create online advertisements as needed.
 - o Organize and manage digital assets.

Commitment & Expectations:

- Work within the established policies set forth within the By-laws and Operating Policies and human resources.
- Maintain a high level of confidentiality in all interactions.
- Maintain a professional image and demeanor with all employees, management, board members and visitors.



- Establish sound internal relationships and open communications to ensure program success.