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# MARKETING & EVENTS INTERN

A PAID INTERNSHIP WITH PART-TIME HOURS, A FLEXIBLE WORK SCHEDULE & AN  
UPBEAT AND FUN WORK ENVIRONMENT

Job Posting: June 2022

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## WHAT IS THIS ROLE ALL ABOUT?

Join a team of **PASSIONATE PEOPLE** with a zest for inspired risk who bring CREATIVE CONCEPTS to life that achieve business goals and fulfill strategic plans.

Our interns learn and advance their skills within a fast-paced and fun environment. We commit to helping you grow your career by investing in your professional development and mentoring you.

You will have a lot of responsibility and be challenged daily! We encourage interns to feel confident and comfortable to provide input, share ideas, and challenge the rest of our team to help our clients **STAND OUT, CONNECT, INSPIRE** and **LEAD**.

Does our sport-inspired and business-driven team at iSPARK sound like it might be the right fit for you?

Keep reading...





## EVENT PRODUCTION & MARKETING: What You'll Do

Here's an overview of how you'll contribute to our client event production & marketing projects. You will:

Create and develop documents such as run of shows, speaker guides and presentations, speaker/sponsor tracking documents, etc.

Source quotes from suppliers, such as event décor companies, signage, printing services, etc.

Assist with event registration and on-going communication with event attendees.

Support onsite with virtual or hybrid event execution, as well as support on-site logistics at in-person events.

Attend iSPARK team & client meetings and take meeting notes.

Complete a multitude of random, but important tasks essential to the successful delivery of event production & marketing.

Recruit and manage event volunteers.



## MARKETING & COMMUNICATIONS: What You'll Do

Here's an overview of how you'll contribute to our client marketing & communications projects, including support on our own markcomms activities. You will:

Curate social media content and collect/create social media assets.

Attend iSPARK team meetings and take meeting notes.

Complete a multitude of random, but important tasks essential to the successful delivery of marketing strategies and to help keep our business operations running smoothly.

Track email marketing and social media metrics/analytics and prepare reports.

Proofread and edit documents and presentations in English.

Conduct online research and create online surveys and polls.



# HERE'S WHAT ONE OF OUR FORMER INTERNS HAS TO SAY



Sydney Benoit • 1st

Bilingual Business Graduate Who Loves to Lead

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Having just recently completed my events and marketing internship, I wanted to say a special thank you to the entire team at [ISPARK Consulting Inc.](#) for everything they have taught me over the past 2 years.

Throughout my internship, I was lucky to work on various different projects with various different clients and was often put outside my comfort zone - which I am SO beyond grateful for. In doing so, I gained great insight on project management, problem-solving, social media marketing, and the power of using events as a mechanism to achieving a broader goal.

What better way to highlight my time at ISPARK than with a photo from [ABLE2: Support for People with Disabilities](#)'s most recent event, Evening in the Maritimes. Watching an event go seamlessly after several months of planning is always so rewarding, especially when it's for a good cause.



June 2022

# THE FIT

You will thrive as the **Marketing & Events Intern** at iSPARK if ....

You have an eagerness to learn, grow, and are excited about the opportunity to contribute to iSPARK and our clients' success.

You are can demonstrate you know how to juggle multiple priorities and projects and can adapt in a constantly changing environment.

You have a proven track record of being able to adhere to strict deadlines.

You have excellent verbal and written communication skills in English and pay strong attention to detail.

You are comfortable exploring new technology, such as event tech platforms, the back-end of websites, online project management tools, etc.

You have availability to work during the typical 9 to 5 workday at least one day per week + you can be available outside of regular working hours as required.

You are currently enrolled in a post-secondary program at a Canadian college or university studying event management, marketing, communications, or sport administration/sports business management or if you are a recent graduate (less than one year).

You have strong interpersonal skills, confidence, poise, integrity and professionalism.

You know how to work effectively in a team environment but can also work independently.

You have a dedicated workspace at home with a computer and basic office equipment.



## THIS IS WHO YOU'LL BE WORKING WITH

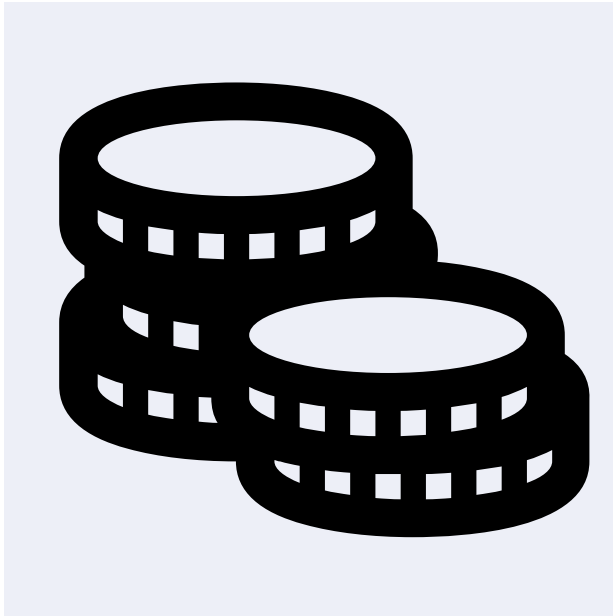
**iSPARK**  
consulting

You can't do epic sh\*t  
with basic people.



#SparkifyIt

## MORE ABOUT THE ROLE



### The Pay

\$20 CDN per hour



### The Timeline

September to January contract (with possibility of extension)



### The Application Process

Send an up-to-date resume with a link to your LinkedIn profile to [hello@isparkconsulting.ca](mailto:hello@isparkconsulting.ca)



## ONE LAST THING ....

Before applying for this role, visit the **CAREERS** section of our website to learn more about what it really means to be a 'Sparkifier'. Because the last thing we want is an unhappy intern 😞

