

Paid Summer Internship - Junior Social Media Coordinator (Toronto/Ottawa/Oakville, ON)

Monogram Communications is a fast-growing company that designs and delivers strategic communications, PR and marketing services across Canada. We are looking for a talented and creative Junior Social Media Coordinator who is passionate about the industry and wants to gain experience.

You will work closely with the Social Media Manager to implement a social media strategy for our client. You will develop and create creative content to attract the target audience and find ways to enhance social media marketing efforts. The role requires excellent communication skills and the ability to manage time effectively. Sound knowledge of keyword research and SEO concepts is commended for this job position.

If you think you are a complete social-savvy person and can effectively do the job, apply now!

Primary duties and responsibilities:

- Report into the Social Media Manager and develop, implement and manage the client's social media strategy
- Manage and oversee social media content on a daily basis
- Measure the success of every social media campaign
- Keep abreast of the latest social media best practices and technologies
- Use social media marketing tools such as Hootsuite
- Communicate with industry professionals and influencers via social media to create a strong network
- Able to attend events for social media coverage and opportunity for paid travel

Skills and qualifications:

- At least 1 year of experience as a Junior Social Media Coordinator or similar role
- Excellent knowledge of Facebook, Twitter, LinkedIn, TikTok, Pinterest, Instagram, Google+ and other relevant platforms
- Excellent social listening skills
- Strong copywriting and copy-editing skills
- Familiarity with Canva, Photoshop and other design-related programs
- Excellent multitasking skills
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills

Anticipated start date of June 1, 2022.

To apply, please send resume, cover letter and portfolio by **Wednesday, May 25, 2022** to:

Kaisa Räinen, Account Coordinator, Monogram Communications, Inc.

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