



## Summer Research Internship

Think for Actions and Werklund School of Education, University of Calgary  
Funded by Canada Summer Job 2017

### Summer Communications Manager

Job Title:	Summer Communications Manager	Job Category:	Program Communications
Department/Group:	Communications	Job Code/ Req#:	TFACM
Location:	Education Block Tower, Room 291 Werklund School of Education, University of Calgary 2750 University Way NW	Travel Required:	Within the city
Level/Salary Range:	Volunteer Position	Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Supervisor Contact:	Dr. Mukarram Zaidi	Date posted:	May 1, 2017
Will Train Applicant(s):	Yes	Posting Expires:	Until filled
External posting URL:	<a href="http://www.thinkforactions.com">www.thinkforactions.com</a>		
Applications Accepted By:			
<p>E-MAIL: <a href="mailto:summer.research@thinkforactions.com">summer.research@thinkforactions.com</a> Subject Line: Resume for [TFA- Summer Job] Communications Manager Attention: Project Lead - Dr. Mukarram Zaidi and Dr. Shirley Steinberg</p>			
Job Description			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>To create and develop print and online advertising, website management and content development, email marketing, and aid in the preparation of presentations and/or speeches geared towards the other employees. To successfully fulfill this role, the candidate will be expected to:</p> <ul style="list-style-type: none"> <li>• Attend weekly meetings with the Project Lead and Research Manager</li> <li>• Seek the support and direction of the Coordinator of the programs</li> <li>• Coordinate with the Support Managers to ensure             <ul style="list-style-type: none"> <li>• Social Media: Maintain a positive image of the company by communicating with the media and other interested parties</li> <li>• Working with other departments: Communicate with the other employees in a timely manner to ensure that all employees are aware of changes and projects within the company</li> </ul> </li> </ul>			

- Accounting: To ensure your program funding needs are met, also to ensure all expenses are properly recorded
- Coordinating with Researchers: Work alongside the Publications Manager to ensure all data and promotional material are being recorded, documented and transferred.

#### QUALIFICATIONS AND COMMITMENT REQUIREMENTS

Our number one priority in identifying candidates as managers is intention. Intention drives motivation. We are looking for individuals who are highly motivated, passionate about the future of our youth, and able to make a firm commitment to accept responsibility to implement this program across the city.

The Communications manager should be studying communications, public relations or marketing. Excellence in academics is required. Prior experience in the field and social media experience is essential.

The commitment to this program includes a weekly meeting with the Coordinator to determine what publications are required for the week as well as social media outreach targets.

#### PREFERRED SKILLS

The ideal candidate for this position will have experience with publishing materials and social media presence in addition to strong written and oral abilities. The candidate should also have experience working in a team environment. The candidate should also have a basic understanding of Islam, creed, relative to the program he/she is running.

#### ADDITIONAL NOTES

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Offered By:	Click here to enter text.	Date:	Click here to enter a date.
Accepted By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date/Time:	Click here to enter text.