



## **SLED ISLAND PARTNERSHIP ASSISTANT (INTERNSHIP)**

**Internship dates:** March 2 - July 3, 2015

**Application deadline:** February 6, 2015 at 4:00pm MST

**This is an unpaid internship, however, students who meet SCIP criteria are eligible for a \$1000 bursary:** <http://joinscip.ca/student-eligibility/>

### **POSITION DESCRIPTION**

Under the direction of Sled Island's Executive Director and Director of Marketing & Communications, the Partnership Assistant will help develop and maintain relationships with media and community partners as well as corporate sponsors.

### **RESPONSIBILITIES**

- Creating contracts and ensuring successful execution
- Communicating information to partners such as deadlines and ad specs
- Gathering necessary assets from partners
- Coordinating fulfillment of contracts (e.g. banner display, delegate bag inserts)
- Coordinating preparation of delegate bags
- Researching potential new partners

### **QUALIFICATIONS**

- Experience developing community and corporate partnerships
- Strong organizational skills and attention to detail
- Excellent oral and written communication skills
- Self-motivated and able to work within tight deadlines
- Comfortable with Microsoft Excel and Google Docs

Hours will range from 5 - 15 hours per week.

### **HOW TO APPLY**

Please send a cover letter and resume to Maud Salvi, Executive Director, Sled Island at [hr@sledisland.com](mailto:hr@sledisland.com).