

The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO BILLY BISHOP TORONTO CITY AIRPORT | PORT OF TORONTO / DE TORONTO | OUTER HARBOUR MARINA / DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following exciting contract (4-months), full-time, internship opportunity awaiting you:

COMMUNICATIONS INTERN

The Communications internship role consists of supporting the coordination and implementation of internal and external communications for the Toronto Port Authority. The role requires an enthusiastic and capable student with an interest in communications and event planning, website management, social media and writing. It also requires someone with a strong customer-service orientation, diplomacy and tact to work with external groups – including social media, stakeholders and members of the public.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Contribute to the creation and execution of social media editorial calendar.
- Create specialized social media content, including videos and live feeds.
- Become familiar with social media management platforms.
- Produce analytics reports on strategic, owned social media content.
- Support the execution and management of special events.

- Contribute to ongoing projects and activations.
- Research, conceptualize and write documents, including newsletters, web copy, award submissions and other collateral materials; and,
- Perform other tasks as assigned.

QUALIFICATIONS AND ABILITIES:

- Currently enrolled in a post-secondary communications, media or public relations program.
- Understanding of social media platforms and emerging trends.
- Ability to work with multiple stakeholders in a professional, diplomatic and tactful manner.
- Solid communications skills including writing and verbal skills; presentation skills; research abilities.
- Attention to detail and ability to see the big picture.
- Interest in developing and implementing event plans.
- Strong interest in emerging developments in social media, user-generated content and relationship marketing.
- Understanding of social media metrics, social listening tools, digital analytics and ability to generate, analyze and interpret data.
- Creative problem-solver and strategic thinker with a strong work ethic; highly organized, flexible; able to prioritize multiple projects effectively and work independently in a fast-paced environment with tight deadlines; team player who works well in a multi-functional team.
- Ability to communicate in French an asset.
- Marketing and brand management experience would be an asset.
- Proficiency with and Adobe Creative Suite preferred.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) required.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:careers@torontoportauthority.com

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates moving on to an interview.

In the subject line, please quote: **COMMUNICATIONS INTERN**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com