



**Communication Officer Intern**

Sudbury, Ontario

October 21, 2019 – January 31, 2020

35 hours/week

\$6,000 honorarium

**Job Description**

The Communication Officer Intern will be responsible for developing, implementing and overseeing Latitude 46 Publishing's sales and marketing tools to increase book sales.

The Communication Officer Intern will be responsible for the following:

1. As directed by the Publisher, develop and implement a marketing plan for the Spring and Fall 2020 titles. This includes developing bibliodata, pre-release marketing and book launches.
2. In co-operation with the Publisher, undertake research, build content and maintain a newsletter and social media.
3. Assist in promoting online sales through website and social media.
4. Other duties as assigned

**WORKING RELATIONSHIPS:**

Publisher

Receives direction, guidance and encouragement; discusses plans and priorities. Provides support as needed.

Other Interns and Placement Students

Works with the entire team in a spirit of co-operation and teamwork, taking direction of specific assignments.

**REQUIREMENTS:**

Excellent verbal and written communication skills.

Ability to perform tasks with minimal supervision.

Excellent knowledge of computer applications and social media, high-level word processing skills and ability to grasp new systems and concepts readily.

Ability to perform multiple, concurrent tasks.

Ability to work as a member of a team.

Diverse candidates are encouraged to apply. These include but are not limited to: ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion (creed), sex, sexual orientation, and socio-economic status.

*This intern opportunity has been made possible through the support of Ontario Creates.*