

SERVICE DESCRIPTION FOR HIGH SCHOOL CO-OP STUDENT PLACEMENT

Regional Children's Centre (RCC), Community Practice Marketing Student

Contact Person:

Tammy Drazilov
Coordinator
Community Practice
Hotel Dieu Grace Healthcare – Regional Children's Centre
tammy.drazilov@hdgh.org

General Description - Regional Children's Centre (RCC), Marketing Student Co-op Placement. This position will report to the Community Practice Coordinator, Hôtel-Dieu Grace Healthcare (HDGH), and Regional Children's Centre (RCC). Focus on supporting the various agency and program marketing projects; including program/agency promotions events and social media campaigns. **NOTE: This placement does not provide any interaction or contact with children.**

Responsibilities

- Maintain and foster confidentiality in all aspects of written and verbal communication.
- Perform administrative functions and event planning activities.
- Work collaboratively with coordinator, HDGH communications department and community partners for on-going program promotions support.
- Assist in the develop program flyers, social media promotion schedules and program promotions on a variety of community calendars.
- Respond promptly and appropriately to phone and email inquiries.
- May attend local community meetings and events (with parental permission) with Community of Practice Coordinator.
- Perform other related duties as assigned by Community Practice Coordinator.

Knowledge, Skills and Abilities

- Must be very organized, mature, and independent.
- Excellent listening and follow through skills and the ability to advocate and support other opinions.
- Ability to promote a positive relationship with families, community partners, staff and clientele.
- Excellent organizational and communication (verbal, written and proofreading) skills.
- Excellent computer skills using various programs such as word, outlook, publisher, excel, etc.
- Well versed in social media.
- Self directed with demonstrated coordinating, multi tasking, repetitive task completion and prioritizing abilities.
- Well developed judgment and decision making skills.

Ideal for students interested in Marketing and Event Planning