

The Opportunity:

LatAm Startups is a not-for-profit technology accelerator located in downtown Toronto, working with international Startups and newcomers to expand into the Canadian market.

We are looking for a Marketing & Events Planner Intern to join our team to help coordinate and deliver top-notch events, such as trade shows, conferences, webinars, and other networking and customer-focused events; as well as support with marketing activities described below. This role will work collaboratively with our clients, the Startups, on everything from idea generation to event planning and execution.

This is a full-time 6 month contract position of 30 hours per week.

What you'll do:

- Plan, coordinate and execute events using various mediums including in-person, virtual and hybrid events
- Coordinate all aspects of event execution, including registration, communications, and presentations
- Coordinate with suppliers to deliver on event needs pertaining to venues, audio-visual, rentals, catering, room set-up and more as needed
- Identify and report on the event budget and costs, and ensure all documentation is complete and accurate
- Work collaboratively with other team members to support the execution and promotion events across a variety of media including web, social, digital, signage and merchandise
- Process event purchase orders and maintain vendor management tracking system and ensure all contracts and payments are handled accordingly
- Support the team with planning, implementing and monitoring marketing campaigns
- Produce marketing materials, this may include visuals and videos to share in the social media channels
- Write and edit content for different platforms including social media channels, website and press releases
- Assist with the preparation and delivery of promotional presentations
- Compose and post online content on the company's website and social media accounts
- Perform other duties as required or assigned to contribute to the objectives of the department
- Ensure project tasks are met within provided time frame
- Communicate initiatives to internal teams

Your background includes:

- 1-2 years of experience working in marketing and event management
- College/University Diploma in Business, Marketing, Communications, and/or a Diploma in Event Planning is preferred
- Detail oriented and extremely organized, with an entrepreneurial mentality and a strong ability to think strategically, identify gaps, propose recommendations, and execute seamlessly
- An effective multi-tasker who successfully navigates a fast-paced environment, multiple priorities, and a robust events calendar
- Team player with strong project management skills
- Ability to work independently and at a fast pace to successfully meet tight deadlines
- Strong ability to work and partner cross-functionally to incorporate and act on feedback from stakeholders and senior leaders
- Ability to learn new tools quickly as needed
- Proficient written and verbal communication skills, with experience using Microsoft Office Suite with a focus on Word, Excel and PowerPoint and G-Suite programs (Docs, Sheets, and Gmail)
- Excellent interpersonal communication skills with a customer service focus, bilingualism (English/Spanish) is an asset

Working Conditions:

- 2 days a week working at our office. Due to the nature of this role, you should be also willing and able to be on-site at a location facilitated by the Startup, to assist with hybrid and/or in person events, and ensure a positive client experience

Job Type: Full-time 6-month contract (30 hours a week)

Compensation: \$21/hour

Location: GTA

Starting Date: April 01st, 2023

Benefits:

- 3 days a week working from home
 - Casual dress
 - Co-working office space close to Union Station
 - Opportunity for growth and career advancement
- And a Great Company Culture!

Please note we require the following to evaluate your application:

Resume with at least two references.

Please send your resume, questions or comments to carla@latamstartups.org

LatAm Startups is an equal opportunity employer. We celebrate diversity and strive to provide opportunities for youth, minority groups and newcomers to Canada, and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.