



Event and Administrative Assistant

(Fall/Winter Internship Opportunity)

The Cobourg Downtown Business Improvement Area (DBIA) is seeking a part-time fall/winter intern to:

- Assist the Event and Communications Coordinator with planning, preparation and execution of signature special events in Downtown Cobourg
- Organize a special heritage project in celebration of Canada 150
- Assist with social media monitoring and website maintenance
- Share office coverage duties responding to telephone inquiries, e-mails and drop-ins

The successful intern should possess strong computer, organizational, and communication skills and possess an interest or background in event management, tourism and public relations. Graphic design skills would be an asset. Preference will be given to current students and recent graduates in the field of communications, public relations and marketing.

Other criterion for being selected:

- is a Canadian Citizen, permanent resident, or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- is legally entitled to work according to Ontario legislation and regulations
- experience in public relations, communications, marketing or administration is an asset

If interested, please submit a letter of interest and resume by to the attention of Maggie Darling, Event & Communications Coordinator of the Cobourg DBIA, by email **only** (dbia@downtowncobourg.ca).