



2017 INTERNSHIP OPPORTUNITIES

3-4 months • 24-40 hours per week • Toronto, ON

**Interested applicants are invited to send their resume and cover letter to:
TLN Human Resources
workingtogether@tln.tv.com**

Marketing Communications

- Organization, tracking and execution of local marketing initiatives
- Distribution, follow-up and tracking of e-blasts, press kits to local media, organizations, corporations and general public
- Organize and maintain promotional inventory storage and database
- Work with Event Coordinator to ensure execution of activities is organized timely and efficiently
- Help to promote all cultural events online through social media engagement (Twitter, Facebook, Instagram, etc)

Digital Media

- Monitoring our company's social and digital media platforms (This includes: Facebook, Twitter, YouTube, WordPress and others)
- Collaborates with various departments to plan, execute various digital initiatives with wide ranging goals
- Assist in implementing innovative media campaigns, determine appropriate architecture, and other technical solutions, and make relevant recommendations per project
- Assisting with updating and managing our online content

Sales and Marketing

- Provide customer service through administrative and client support to the TLN retail sales team. This will include coordinating information related to programming, sales and sales initiatives
- Co-ordinate information related to sales orders, copy and acting as a conduit between traffic/Accounting and clients.
- Organize and maintain contact data bases, media releases, publications, mailings and marketing materials
- Organize guest lists where required for special TLN functions

Requirements

Enrolled at a College/University or accredited institution in Broadcasting, Media Studies, Marketing or Communications program • Excellent interpersonal and communication skills in English, Spanish and/or Italian • Strong writing ability • Experience with online content, social media and promotion • Knowledge of local Hispanic and/or Italian cultural communities is desired • Strong computer skills • Excellent team player with initiative to complete individual duties and assist in other areas where required.