EducationMatters Digital Communications Assistant Internship

Program Description

In this exciting and challenging Internship, students will work alongside EducationMatters Fund Development and Communications team in order to create communications content to help increase brand awareness, steward donors and promote fundraising campaigns. The content should be versatile in nature and could include short animations, comic strips and videos to be used primarily on social media and online platforms.

Student Eligibility

- Open to CBE high school students:
  - In grades 11 or 12 as of September 2019-03-15
  - Who are punctual and reliable
  - Are available to work a minimum of 75 hours over the course of the Internship
- Transportation to and from work sites will be the responsibility of the student for the duration of the program
- Students should be currently enrolled in or have completed advanced CTS modules in Media, Design or Communication clusters
- Have completed HCS3000
- Have experience using Adobe Suite programs
- Have strong lens regarding content creation
- Have strong interest and experience in Graphic Design with a focus on design, animation and/or video creation
- Have a strong work ethic and positive attitude
- Have strong verbal and interpersonal communication skills
- Be a strong collaborator who has the ability to work with a team or independently
- Can give and receive critical constructive feedback

Important Dates

- Program Application Deadline: February 24, 2020
- Interviews for shortlisted candidates: February 28, 2020
- Employment runs from March 1, 2020 – May 31, 2020
- Specific dates and times TBD based on student availability

Program Location

Located at 1221 8 St SW, Calgary, AB T2R 0L4
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Specific Duties

- Content Creations: Lead creation of short impact story and informational videos through multiple forms of media
- Graphic Design: Lead creation of graphic novel-style content for stewardship and outreach pieces
- Social Media: Weekly content creation suitable for all of EducationMatters’ social media platforms

Program Benefits

- Earn Work Experience credits that can be put towards completion of an Alberta High School Diploma
- Build confidence through developing a unique skill set in a vibrant industry
- Learn about the not-for-profit industry setting
- Gain valuable experience while adding to a Design portfolio for future education and work taught by experienced mentors who are connected to industry and support students in making meaningful connections to career pathways
- Earn $17.00 an hour for working and learning in this program

How to Apply

Please apply to resumes@educationmatters.ca with a cover letter, social media handles and a portfolio of samples of your work. Your portfolio could include: social media examples, webpages built, completed projects from high school courses, work in progress pieces, work for clients, work as an online influencer, photos, videos, animations, products, logos, drawings etc. Applications will be due by the end of the day on February 24, 2020. A shortlist of applicants will be notified to attend an interview with EducationMatters on February 28, 2020.

About EducationMatters

EducationMatters’ goal is to help publicly educated students in Calgary succeed. As a non-profit foundation established in 2003, we mobilize resources to support a commitment to excellence in public education and relief of poverty for school-age children. We inspire passion for public education through enhancement grants and student awards. We believe the best public education happens when the community participates in its development.