



Position: Summer Intern, Marketing & Public Engagement
Term: Contract from May 2023 to August 2023
Location: Toronto, Ontario, Canada
Reporting to: Communications and Public Engagement Manager

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Summer Intern, Marketing & Public Engagement

Waterfront Toronto is seeking a **Summer Intern, Marketing & Public Engagement** to help increase awareness of the Corporation's purpose and vision by supporting opportunities for deep public engagement in our waterfront revitalization efforts. Working as part of our Communications team, this individual will be involved in planning and attending public events that optimize Waterfront Toronto's visibility. To be considered for this role, candidates must have been enrolled in a post-secondary institution during the 2022/2023 academic year.

Key Responsibilities:

- Identify potential festivals and events where Waterfront Toronto could have a presence.
- Collaborate with Communications team on logistics for summer popups.
- Oversee logistics involved with set up and takedown of Waterfront Toronto exhibits (e.g., scouting locations, movement and storage of exhibits and tents).
- Oversee scheduling of staff shifts at events and serve as point of contact for questions about logistics
- Brief staff in advance of events on logistics and roles.
- Liaise with event staff at public events to optimize WT's visibility.
- Staff WT booth/presence at summer events, including on occasion, weekends and evenings.
- Ensure that public feedback is accurately recorded and captured at each event.
- Support the Communications team in promoting Waterfront Toronto's presence at events through online communication channels.
- Other tasks as assigned.

Skills and Qualifications:

- Flexible; this role may not always work 9:00 AM-5:00 PM Monday through Friday. A typical work week will include evening and weekend work
- Strong organizational skills
- Strong written and oral communication skills
- Valid Driver's license
- Experience planning and executing events is considered a strong asset
- Enrolled in a Marketing, Event Planning, or related post-secondary program during the 2022-2023 academic year

Salary: We offer a competitive salary.

Other Considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work in the office a total of five days spread out over a two-week period, for collaboration and engagement purposes. Employees have the option to work remotely for the remainder of the week.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca, quoting **File #23-06**, by **Friday, March 31, 2023**. Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.