



## **MIRARCO**

935 Ramsey Lake Road  
Sudbury, ON  
P3E 2C6

Mirarco Mining Innovation is looking for an **Industry Outreach Intern** to join the team.

Who is eligible? **Unemployed or underemployed youth (under the age of 30) who have graduated with a degree or diploma from a post secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under a FedNor Youth Internship funding agreement , or other federal or provincial internship with pay for a period of six (6) months or more.**

**Salary: This full-time position is partially funded by FedNor's Northern Ontario Development Program.**

### Role Description:

- Industry outreach
  - research sector stakeholders and create and maintain a contact/leads list
  - create communications documents for targeted clients
  - preparation of presentation materials
  - coordinate and attend client meetings
  - minute and follow up on client meetings
- Assist in development of marketing plan and support materials
  - assist CEO in development of marketing plan
  - create marketing support materials for each research area
  - assist in update and upkeep of corporate website
  - develop communications/social media plan and execute
  - assist with commercialization planning and research
  - help prepare speeches and press releases for press conferences and announcements
- Networking at targeted events
  - planning for and attendance at industry events including the Goodman Gold Challenge
  - present as required to industry clients on MIRARCO developments at networking events
  - attend trade shows and support trade show activities (booth, presentations, etc...)
  - attend press conferences in support of CEO
- Administrative support
  - General admin duties (answering phone, greeting visitors)
  - Help coordinate Board of Directors Meetings, minutes and correspondence
  - Logistics for MIRARCO including conferences
  - Manage MIRARCO Training matrix

- Assist with joint health and safety committee
- Assist with HR tasks as required

The ideal candidate would have a degree in business, marketing, science or engineering. They should have some experience with marketing and/or business development. They need to have strong organizational and communication (oral and written) skills and the ability to network and some understanding of the mining industry. Bilingualism is an asset.

Deadline for applications is October 16<sup>th</sup>, 2020 at 4:00 pm

Please email applications to: [jabols@mirarco.org](mailto:jabols@mirarco.org)

**This Opportunity is Proudly Supported by:**

