

**Position:** Marketing & Graphic Design Intern  
**Job Type:** Part-time contract, 4-month internship  
**Location:** Haltech Main Office @ TechPlace  
5500 North Service Road, Suite 801  
Burlington, Ontario, L7L 6W6

Occasional work at Haltech Community Branch Office at Milton Innovation Centre  
555 Industrial Dr., Milton, ON

## **COMPANY OVERVIEW**

A member of the Ontario Network of Entrepreneurs (ONE), Haltech is at the nexus of Halton Region's innovation ecosystem, working with technology companies to accelerate innovation for business growth. We are a non-profit organization that helps technology entrepreneurs and companies to connect, collaborate and transform good ideas and product innovations into well positioned, growing ventures. Since 2011 we have supported more than 700 startups and entrepreneurs in Halton region with our wide range of free advisory services that includes: Business Innovation Advising, Entrepreneur Development and Corporate Innovation Support. Our goal is to accelerate the growth of technology-based businesses by offering entrepreneurs access to the best business advising and training services available in the region. Learn more at [www.haltech.ca](http://www.haltech.ca)

## **JOB SUMMARY:**

The Marketing & Graphic Design Intern at Haltech is a creative, resourceful and highly adaptable person who is comfortable working in a fast-paced entrepreneurial environment. This person will be responsible for the creative design and development of all print and online marketing materials (visual graphic designs, digital and printed information, event flyers and promotional print, social media and email campaigns) using a variety of graphic media formats and software tools. The Marketing & Graphic Design Intern will collaborate with and support Haltech's Marketing & Communications Associate and the Events Coordinator with the logistics planning and delivery of all events.

## **RESPONSIBILITIES and DELIVERABLES:**

- Design and develop attractive digital media and visual graphics in various formats, including graphic icons, images, photo collages, business artwork, etc.
- Develop and produce high-quality marketing and communications material (printed and online collaterals, promotional items, media kits, etc.) that reflect the vision and technology innovation strategy of Haltech and the ONE network.
- Contribute to the rebranding of Haltech's website, in collaboration with other Haltech team members, by creating attractive and contemporary visuals to feature on our website.
- Assist the Communications and Events team with promotional planning and delivery of all Haltech events.

- Ensure all marketing documents and information packages are prepared and up to date.
- Identify and procure promotional items for Haltech marketing materials.
- Constantly promote the brand and value of Haltech's programs and network.
- Other special tasks or projects, as assigned.

#### **SKILLS & QUALIFICATIONS:**

- Recent graduate with Bachelor's Degree or Diploma in Visual Arts, Graphic Design, Marketing or Corporate Communications. Past experience working or volunteering in the tech innovation sector is a plus.
- 1-2 years experience in digital graphic design, advertising or corporate marketing & communications role. Strong ability to complete creative work on-time and error-free.
- Strong creative design skills, with a portfolio of work samples available to view online – must provide URL to portfolio (e.g. business cards, brochures, posters/flyers, promo cards, banners, etc.)
- Self-directed individual who can initiate tasks and manage their own work independently and effectively, managing priorities and asking questions for clarification when it is needed.
- Excellent interpersonal skills, with a good customer service attitude and professional demeanor.
- Experience with graphic design software tools such as Adobe Illustrator, Photoshop, Wordpress or others.
- Proficiency in standard office software skills - MS Office (Word, PowerPoint, Outlook, Excel, Publisher) or MAC software (Keynote, etc.)

#### **WORK CONDITIONS:**

- Part-time internship, two to three days per week, with opportunity for remote work on occasion, with manager approval.
- Occasional requires extra hours to deliver content for selected special events (e.g. workshops, annual conference).
- Must have access to their own transportation.

If this job opportunity interests you, and you possess the skills and qualifications to succeed in this role, then please forward **your resume to [careers@haltech.ca](mailto:careers@haltech.ca) before September 18, 2017**. Haltech thanks all applicants who express an interest in the job opportunity, but will only contact applicants who are selected for an interview.

At Haltech, we adopt a collaborative work culture that is motivating, exciting and adaptable to the needs of our clients, our partners, and our employees. Haltech's hiring practices are aligned with human rights laws, which guarantee every person equal treatment in regard to employment and opportunity for employment, regardless of race, color, creed/religion, gender, sexual orientation, marital status, age, mental or physical disability.