

**Job Title:** Advertising Coordinator

**Job Location:** Charlottetown, PEI

NOTE: We have campaigns running at every major campus, so if you are going home for the summer and would like to apply, please list where you can have accommodations.

**Attn:** Summer/Spring or Fall/Winter Internship

**Type:** Full / Part Time Job, or Paid Internship.

**Note:** Call 905.886.5999 to confirm posting of this position.

### Company Background...

- Graduate Media/Mktg was established in 1995.
- Involved in Advertising, print media, promotional events, and online marketing.
- Our staff consists of primarily, undergraduate and graduate students.
- Graduate Media's main campaign is the 'Fall Wipe Away Planner Boards' - a promotional laminated 'dry erase' planner/note-board circulated at no cost to students

### We are looking for...

Active students or recent grads with strong communication skills & who are able to communicate the collegiate experience. Seeking Students who are responsible, confident, goal oriented, socially outgoing, hard working, and interested in advertising/media and communications.

### Advertising Coordinator: Job / Internship Duties...

- The position requires coordinating our long-running UPEI based Advertising campaigns.
- Assist in managing our annual publications mainly the 'Wipe Away Planner Board' – a no-cost poster sized promotional dry-erase organizer/calendar/planner that is circulated at no cost to students each semester. (It's commonly posted up on dorm room doors and above desks). Features include: message area, calendar, to do list, and student friendly directory along the perimeter.
- Utilize your student knowledge when meeting with and managing our local clients/sponsors while effectively communicating the features of the Student Planner board.
- Provide clients with a student's perspective regarding their advertisement design and promotional message for our campaigns.
- Administrative duties include the following: providing daily reports, account management, and customer service.

**Compensation:** Pay Rate: \$1200 /2 week Projects (Average completion time: 2 weeks at Full Time/ Part Time – minimum 20 hrs during business hours). We have continuous projects available for Coordinators. Available Seasons: ALL  
(We have Part Time and Full Time available)

### Applicant Requirements:

- Enrolled in University or college, or recently graduated.
- Strong command of English language.
- Access to telephone and email.
- Access to a vehicle is a major tool, but not required.

### HOW TO APPLY?

E-mail resume & Availability this summer (pt or ft - details): **hr@gradmarketing.com**

**FOR MORE INFO WE PREFER YOU EMAIL US, but you can also call: 1-877-410-7332**

