

Communications and Marketing Intern

This role is contingent on successful grant funding through the [Canada Summer Jobs Program](#). Applicants must qualify under the grant to be successful.

Chemistry Matters Inc. is an exclusively remote office-based business and is searching for self-motivated team members who are interested in working on highly technical and high-profile work. Individuals need not apply if they are unwilling to strive for perfection and continual improvement in our product and knowledge.

CMI is in search of a Communications and Marketing Intern to add to our growing team. The successful candidate will assist in developing and executing the company's overall communications strategy. This role will be communicating the Chemistry Matters Inc. message to external audiences. The successful applicant will need to hone their tone and delivery of written communication to maximize the impact to those audiences. This role will allow the successful candidate to explore their framing within writing, explain the services provided to new audiences, and be part of the continuous improvement in communication at Chemistry Matters Inc. The successful candidate will be able to demonstrate very good written and oral communication skills, and an aptitude to learn data software applications quickly. This position also involves coordination of projects and work flow to meet sometimes expedited deadlines.

Job description

Primary Responsibilities include:

1. Review Social Media presence and contribute to the direction of where it should head.
2. Draft Plan for Social Media growth for the next 12 months.
3. Develop and Schedule Social Media Posts relevant to the company for the next 12 months through HubSpot utilizing, direct messages, video, blogs, and other tools.
4. Identify ways to grow the company's social media outreach through additional followers/followees as well as through different targeted content campaigns.
5. Draft Landing Pages for gated content, related to social media posts, through HubSpot.
6. Coordinate segment specific contact email marketing workflows.

Required Skills include but are not limited to:

1. Degree in Communications, Science, Marketing, or Business
2. Knowledge of LinkedIn, Twitter, Facebook, preferred understanding or HubSpot and WordPress.
3. Excellent communication skills.
4. Proven fluency in office software programs (e.g., Microsoft Word® and Excel®)
5. Virtual Office/Work remotely - staff and project meetings will be conducted through Skype and GoToMeeting.

Contact email - Interested applicants are encouraged to submit their resume and cover letter by email to info@chemistry-matters.com with a cover letter that answers:

1. Why are you the best candidate for the position?
2. How do you manage work balance while working from home?

Company Description

Chemistry Matters Inc. is a niche environmental consulting firm based in Calgary, Alberta, Canada. Specializing in geoforensics, environmental forensics, biomonitoring and arson investigations. Chemistry Matters provides expert environmental and chemistry consulting services to a variety of clients and industries. With services that are founded on chemistry principles and proper application of scientific methods, Chemistry Matters often provides expert support and expert witness services to projects involving litigious subjects. Learn more about Chemistry Matters at <http://www.chemistry-matters.com>.