

**Communications Specialist - Social Media and Marketing Intern**

Chemistry Matters Inc. is an exclusively remote office-based business and is quietly 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 Specialist - Social Media and Marketing Intern to add to our growing team. The successful candidate will lead the development and growth of our social media and web-based assets. This is a 35-hour per week, 8-week funded position, with the opportunity to become a permanent ongoing role.

**Job description**

Primary responsibilities include monitor and build Social Media schedule and outreach campaign through Hubspot.

1. Lead brainstorming session with team to develop content ideas and execute on those ideas as part of the overall marketing strategy.
2. Review existing Social Media presence and contribute to the direction of where it should head.
3. Draft plan for Social Media growth for the next 12 months.
4. Train-in and learn to use HubSpot.
5. 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.
6. Build landing Pages for gated content, related to social media posts, through HubSpot.
7. Identify ways to grow the company's social media outreach through additional followers/followees as well as through different targeted content campaigns.
8. Assist in the scheduling, social media engagement, and marketing of major conference presentations.

**Required Skills include but are not limited to:**

1. Must qualify under the Canada Summer Jobs Grant, from the Government of Canada, for which part of this role is funded. **To be eligible, you must:**
  - a. be between 15 and 30 years of age at the start of the employment;
  - b. be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
  - c. have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
2. Highly motivated, independent worker - must be well disciplined and deadline driven.
3. Studying or recent graduate of a Science or related program.
4. Data visualization experience is an asset.
5. Excellent communication skills.
6. Proven fluency in office software programs (e.g., Microsoft Word® and Excel®) with experience creating visuals.
7. Experience in web development, social media, and HubSpot are considered assets
8. Virtual Office/Work remotely - staff and project meetings will be conducted through Microsoft Teams.

**Contact email** - Interested applicants are encouraged to submit their resume and cover letter by email to [info@chemistry-matters.com](mailto: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>.