

The Council of Islamic Guidance

510 Concession 3 Rd, Pickering, Ontario, L1X 2R4, Canada



Job Title: Content Creation Intern

About us

The Council of Islamic Guidance is seeking a motivated and creative Content Creation Intern to join our team. This is a great opportunity for a self-starter looking to gain hands-on experience in content creation, communications, and event planning within a dynamic community environment.

Key Responsibilities

1. Assist in writing various communications including letters, newsletters, social media posts, web content, invitations, and reports.
2. Research and produce collateral materials as directed.
3. Maintain and update contact lists.
4. Research and develop new ideas for web and social media content.
5. Assist in planning and executing aspects of special events.
6. Attend The Council of Islamic Guidance events and assist as requested.
7. Support the execution of plans for The Council of Islamic Guidance events.
8. Aid in volunteer recruitment/management, event day logistics, post-event communication/evaluation, materials compilation, and other event-related activities.
9. Assist in developing and soliciting in-kind donations. This may include cold-calling, lead follow-up, tracking, recognition at, and attendance at sponsored events.
10. Participate in site visits to determine volunteer/decor/event needs.
11. Conduct research and development for future projects and events.

Qualifications

1. Currently enrolled in or a recent graduate of a Communications, Marketing, Journalism, or related degree program.
2. Excellent writing and communication skills.
3. Strong organizational skills and attention to detail.
4. Experience with social media platforms and content creation.
5. Ability to work independently and as part of a team.
6. Interest in community service and contributing to the mission of The Council of Islamic Guidance

The Council of Islamic Guidance invites applications. As an organization serving the needs of its membership and the wider community, we take pride in our commitment to our members. We hold a strong belief in creating opportunities within our community, and thus, encourage applications from members of our organization.

Should you not currently be a member but are interested in this position, we welcome you to apply for membership at the time of your application. This enables you to participate fully in our community and to be eligible for employment opportunities such as this. Interested candidates are requested to submit their resume, along with a cover letter detailing their relevant experience and interest in the role. Applications will be accepted until the position is filled.

How to Apply

Thank you for considering a career at The Council of Islamic Guidance. To apply for this position, please take a minute to fill out the following form:

<https://forms.gle/5T16gk5dewwQR2PQ7>

Please note that only shortlisted candidates will be contacted.

The Council of Islamic Guidance thanks you for your interest.