

MARKETING & COMMUNICATIONS INTERN

Position: Marketing & Communications Intern

Organization: BC Lung Foundation

Reports to: Senior Manager, Marketing & Communications

Location: Vancouver, BC

Employment Type: Full-Time (4-month placement)

Are you looking for a diverse learning opportunity to expand your skillset? Can you effortlessly weave sentences together to tell a great story? Are you aspiring to dive into social media, write inspiring blog posts, and prepare eye-catching press releases? Do you enjoy working with a fun team, but also thrive taking on individual projects? Join BC Lung Foundation as our Marketing & Communications (Marcomm) Intern and flex your communication and marketing skills in a meaningful and impactful way!

Role Responsibilities:

Marketing & Communications:

- **Manage blog** – Seek out interesting stories in the lung health community, conduct interviews with community members, publish to website.
- **Organize website** – organize video library, rename files, pursue plain language audit, update materials/resources for website.
- **Lead social media** - maintain the social media calendar and write captions for new posts. Monitor accounts, interact with partner accounts (commenting, liking), share relevant posts, support growth of tiktok account.
- **Other** – additional opportunities if interested include getting involved in press releases, podcast, slide decks, graphic design. etc

Administrative:

- **Support BC Lung's Golf Book program** – Manage orders, prepare orders for mailing.

Fundraising Events:

- **Jump in on signature events** – Assist events team in preparing signage/materials/swag leading up to event, pursue new online event listings, copywriting and editing of events materials, support events systems (volunteer database, project plans etc.), social media support at event. BC Lung 2025 events include Climb the Wall (March 2), The Ride (August 9).

Additional information:

- Wage: \$25/hour
- Work term: January – April 2025
- The BC Lung Foundations' four-day work week: 8am-5pm, Monday- Thursday (34 hours)
- You'd work from our office, a 1908 Heritage building at 2675 Oak Street



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Please submit your resume and a cover letter outlining your experience and why you're the ideal candidate for this role to rowsell@bclung.ca.

About BC Lung Foundation:

BC Lung Foundation is a non-profit organization dedicated to helping prevent lung disease and improving lung health. BC Lung fights for lung health and air quality through research, education, advocacy, and patient support initiatives. BC Lung offers hope, help and a voice to the 1 in 5 British Columbians affected by a lung condition such as asthma, COPD, pulmonary fibrosis, and lung cancer, among other diseases. For more information visit bclung.ca.