



POSITION: Marketing Assistant(Intern)

JOB TYPE: Contract, Full-Time

DATE: June 2026

REPORTS TO: Executive Director

ABOUT SCIENCE EAST

Science East is a not-for-profit science education organization. We provide quality educational opportunities for K-12 students as well as other educators, families, businesses and community groups. We proudly teach the basics of science and technology in a fun and compelling way. Our Science Centre offers a range of interactive exhibits, engaging workshops, and educational programs designed to spark curiosity, inspire creativity, and encourage hands-on learning.

THE POSITION

Working collaboratively with other staff members, the Marketing Assistant (Intern) will support the marketing and communications efforts at Science East. This position is targeted at youth ages 18-30 who are seeking to develop skills in the non-profit and charity sectors.

The intern will support Science East's initiatives by creating content that informs the general public about the organization. They will work to promote STEM education programs and maximize fundraising opportunities, aligning with the organization's mission to inspire and inform through hands-on science experiences.

As a Marketing Assistant (Intern), you will be based in Fredericton with some travel to support presentations off-site and at public events. The role requires interaction with workshop participants and the public.

The position is temporary and is for 8 weeks, with the possibility of extension. The position encompasses a full-time commitment of 37.5 hours per week. The weekly work schedule will be from Monday to Friday with some variability to accommodate specific events.

Additionally, the intern will be required to support other parts of Science East's operations as the need arises.

PRIMARY RESPONSIBILITIES

- Create engaging content for social media including graphics and written content;
- Assist in the preparation of brochures, reports and other materials;
- Monitor and encourage engagement on all social media;
- Report on engagement metrics for social media and website and recommend new marketing and communications strategies;

- Collaborate with staff to plan and publicize STEM outreach activities at public events, libraries and community groups;
- Courteously receive and screen in-bound communications and provide information in response to inquiries about Science East's programs and services;
- Support other staff members in their tasks; and
- Participate in regular meetings with the Executive Director and staff to assess and enhance the success of programs.

QUALIFICATIONS

- Be between the ages of 15-30, as required by the funding body;
- Experience creating written and graphic content for marketing or communications purposes;
- Demonstrated interest in science education as evidenced by other work experience or post-secondary studies is an asset;
- A valid driver's license and willingness to drive are assets;
- Previous supervisory experience is an asset; and
- French language capability is an asset.

COMPETENCIES

- Able to apply curiosity and creativity to produce high quality content;
- Proficient use of various digital applications including Microsoft Office, Google Workspace, Canva, Wordpress and Adobe Creative Cloud.
- Strong written and verbal communications skills;
- Attention to detail, especially in public-facing communications;
- Adaptability and ability to prioritize tasks under pressure; and
- Reliable and able to work independently.

If your skills and experience match the requirements of this position, please forward your resume and cover letter via email to science@scienceeast.nb.ca.

Science East fosters an inclusive and respectful workplace. We welcome applications from people with disabilities. Applicants may contact the hiring committee at science@scienceeast.nb.ca or 506-457-2340 to request accommodations during the application process.

Applications will be accepted until May 8, 2026 or until a suitable candidate has been hired.

We thank everyone for submitting their resumes; however, only those selected for an interview will be contacted.