



We are Growing!

BioPower is a wood pellet manufacturing facility in Atikokan, ON. We manufacture wood pellets for industrial power producers, the home heat market and now the bbq grilling market under our Northern Flame brand.

As we continue to grow our product portfolio, we are expanding our online market presence and launching a physical store in Thunder Bay. The new **Marketing Intern** position, reporting to the CFO, will manage the company's social media channels and help grow the brand through promotional activities and events.

This is a one-year full time paid internship which may lead to full time employment with the Company.

### **General Responsibilities**

- Manage social media channels through content creation and ad buying
- Organize marketing events; create and distribute marketing and sales materials
- Manage and update the company customer database and customer relationships
- Research markets and evaluate competitive environment in target areas
- Develop and report on marketing KPI's
- Maintains first point of contact for potential clients while executing marketing and sales tactics/activities
- Participate in marketing planning and budgeting
- Support the team on daily administrative tasks

### **Qualifications**

- Ability to self direct schedule and tasks
- Valid drivers license
- Intermediate knowledge of MS office programs
- Strong organization and communication skills
- Education and/or experience in Marketing or similar relevant field
- Understanding of different marketing techniques
- Outstanding verbal and written communication skills
- Excellent organizational and time management skills
- Attention to detail
- This is an in-person position in Thunder Bay, Ontario,

- If you are qualified and interested in joining our team, please submit your resume with cover letter to [pellets@bpse.ca](mailto:pellets@bpse.ca)

BioPower is an equal opportunity employer.  
Only candidates to be interviewed will be contacted.



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

NOHFC Requirements:

- New entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field;
- Have not previously participated in a NOHFC-funded internship;
- Are at least 18 years of age; and
- Be legally entitled to work, in Canada.
- Employee must reside in Thunder Bay, Ontario