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| **Job Title** | **Name** |
| **Communications Intern** |  |
| **Division** | **Reports to:** |
| **Marketing and Communications** | **Sr. Manager, Brand & Communications** |

**Opportunity**

Edmonton Global is seeking a communications intern to help support and execute its communications and public relations initiatives and priorities.

**Responsibilities**

Working within the Marketing and Communications team, the communications intern will be involved in many aspects of Edmonton Global’s marketing and communications. From speech writing, to media relations, to writing stories and other written content, to video production and working with outside vendors, this role will support many ongoing projects.

Responsibilities include, but are not limited to:

* **Content Creation** - Develop engaging content for various platforms, including social media, newsletters, and the Edmonton Global's website. This could involve writing articles, building pitch decks, creating visuals and video content, etc.
* **Social Media** – collaborate in developing and implementing Edmonton Global‘s social media strategy
* **Internal Communication** – Support the development and execution of internal communication strategies to effectively keep the Edmonton Global team and board apprised of initiatives, priorities, etc.
* **Media Relations** - Support the organization's relationship with media outlets. This might include drafting press releases, coordinating interviews, and monitoring media coverage.
* **Brand Management** - Contribute to the development and maintenance of Edmonton Global's brand identity. Support the build-out and organization of an Edmonton Global media library.
* **Events** – participate in the creation of events and activities that advance Edmonton Global’s brand awareness and engagement.
* **Crisis Communications** – Work on developing plans and materials for effective communication in case of unexpected challenges or crises.
* **Project management** – coordinate the design and production of materials for Edmonton Global, which may include brochures, displays, one-pagers, info graphics, and swag.
* **General** – participate in the activities of Edmonton Global (we’re a small shop and everyone chips in)

This list is not intended to be exhaustive. Activities will be added or removed dependant on priorities, capacity, and each intern’s interests and learning priorities.

**Qualifications**

If you’re a current or recent student of a communications or public relations program, you’ve likely got what we’re looking for. Beyond education and a little experience, we’re looking for people who are ready to learn and do and enjoy being part of a small team trying to change the world (or at least our part of it).

This position is funded through the Canada Summer Jobs Program and includes the following eligibility requirements:

* be between 15 and 30 years of age at the start of the employment;
* 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,
* Youth hired for a Canada Summer Job cannot displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees on vacation, employees on maternity or parental leave;
* 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;
* International students are not eligible participants. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student’s time in Canada does not allow for a long-term connection to the labour market.

**Work Conditions**

* Ability to attend and conduct presentations
* Manual dexterity required to use desktop computer and peripherals.
* Lifting or moving up to 20 lbs may be required.
* Normal hours will be 8:30 to 4:30, Monday to Friday, however, support for events, investor visits, and other initiatives will require occasional evening and weekend hours

**Application Process**

Please email Sherri Bouslama sbouslama@edmontonglobal.ca “Application: Communications Summer Intern” in the subject line, with your cover letter and resume attached.

In your cover letter, show us: 1) your personality – we want to know you’re not a robot (and if you are a robot, why you’re a special robot!); and 2) why you’re the right fit for Edmonton Global.

We thank all applicants for their interest, but only short-listed applicants will be contacted. If you have questions about the process or the position, please send Sherri a note (no phone calls please).

Edmonton Global is an equal opportunity employer and we value the diversity of people and communities. We are committed to an environment that is inclusive and barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodations.

**Compensation Package**

Depending on your experience, the hourly rate for the 8 week (possibility to extend to 12 weeks) internship will be $18/hr.