

## Communications and Community Relations Internship

Full Time, 12-Month Contract – (35 hours/week)

### Position

The Communications and Community Relations Intern will report to the Communications and Community Relations Coordinator, and will provide support to the agency by assisting with external and internal communications, and engaging in community events and partnerships.

### Duties Include

- Managing, prioritizing, and responding to internal and external communication and community engagement requests. Requests are prioritized in alignment with the strategic direction of the agency.
- Developing, implementing, and measuring Communication Plans for larger projects.
- Developing graphic art/design and visual materials to effectively communicate information for the agency (social media posts, invitations, recognition pieces)
- Developing written materials including Annual Reports, brochures, newsletters, and presentations.
- Event planning (e.g., Annual General Meeting, staff training days, community engagement events, recognition days).
- Managing and maintaining the agency's social media accounts (Facebook, Twitter, LinkedIn).
- Managing and maintaining the agency's website and intranet, ensuring that information is correct and up to date.
- Providing guidance to staff to ensure internal and external messaging is consistent and follows agency standards and branding.
- Final reviewing and formatting of internal and external communications, ensuring the piece meets agency standards and branding.
- Continuously measuring and reporting analytics and insights to Senior Leadership Team and Management Team.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.

### Position Requirements

- Completion of post-secondary education from a business program, preferably Business, Marketing, Computer Science, and/or an appropriate combination of education and experience.
- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must be legally entitled to work in Canada.
- Demonstrated problem solving skills.
- Strong computer skills with experience in all Microsoft Office applications.
- Strong attention to detail.
- An understanding of, and commitment to, anti-oppression values and principles.
- Excellent interpersonal and communication skills.
- Time management skills.
- Proven ability to work as an integral member of a team.
- Upon offer of employment, submission of a Current Criminal Records Check, deemed satisfactory to the employer.
- Strong time management skills and ability to work effectively under pressure.

### Applications Deadline: May 8, 2024 @ 5:00 PM

The preferred method of application is to submit a cover letter and resume on-line at [www.thunderbaycas.ca](http://www.thunderbaycas.ca) "Career Opportunities." Individuals may also submit directly to: Attn: Amy Wrigley, Director of Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

### For the Workforce Development Stream

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>

The Society is committed to supporting and advancing equity, diversity, and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized, or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

*TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.*

We thank all applicants; however only those considered for an interview will be contacted.