

Communications Intern

Summer 2017

***Applicants must be eligible under the Alberta Summer Temporary Employment Program (STEP) program. [Find the eligibility requirements here.](#)**

At the Canada West Foundation, we believe in doing work that matters to the West, and all of Canada. To do this, we need to communicate big ideas in a simple way. We are looking for a driven communications intern to join our fast-paced team. The successful candidate will be part news junky, part policy wonk – happy diving into a complex research paper, creating a perfect spreadsheet and crafting an excellent tweet. Critical thinking and superior organizational skills are a must. You will have the opportunity to draft news releases, report on news coverage and visibility, update online content and keep track of our impact.

Organization	Canada West Foundation
Contact	Jamie Gradon, communications manager: gradon@cwf.ca
Organization profile	Non-partisan, non-profit public policy research with emphasis on issues facing the West, and Canada as a whole, at home and on the global stage.
Work term	May to mid-August
Job location	Calgary, AB
Position title	Communications intern
Description of duties	<p>Intern will assist the communications team with duties including:</p> <ul style="list-style-type: none"> • Reporting and tracking • Writing and editing a range of material, including: news releases, op-eds, newsletters, blog posts • Website management • Social media posting, monitoring and responding • Administrative tasks – archiving, list management, tracking
Skills and competencies requirements	<ul style="list-style-type: none"> • Strong writing and editing skills – plain language is key • Organization/time management • Attention to detail • Critical thinking • Knowledge of WordPress CMS, SEO, CP style, InDesign, Photoshop considered assets
Knowledge qualifications	Enrolled in a degree or diploma program in public relations, journalism, communications or a related field. <i>(Must reside and/or attend school in Alberta – see STEP eligibility requirements)</i>
Salary	\$20/hour
Deadline	April 5, 2017

When applying, please quote the job title – Communications intern – in the subject line of your email. To apply, send a cover letter, resume, and two writing samples to: Jamie Gradon, communications manager: gradon@cwf.ca