

Communications Intern

Summer 2018

***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 provide overall assistance for tracking and co-ordinating engagement efforts, including stakeholder mapping and managing contact databases. You will also have the opportunity to draft news releases, update online content, assist in the production of videos and podcasts, keep track of our impact and provide research assistance.

Organization	Canada West Foundation
Contact	Jamie Gradon, communications manager: gradon@cwf.ca
Organization profile	Non-partisan, evidence-based 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"> • Writing and editing a range of material, including: news releases, op-eds, newsletters, blog posts • Administrative tasks – stakeholder mapping, archiving, database management • Reporting and tracking impact • Website management • Social media posting, monitoring and responding • Provide research assistance where applicable
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, audio/video production 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 2, 2018

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