

Gradworks Internship Number: 478

Company Name: STC
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: November 5, 2009 by 4:00 PM
Start Date: December 16, 2009
End Date: December 15, 2010

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging and career-focused positions within our network of Saskatchewan employers. These full-time internship positions of 12 months in length are intended to allow recent post-secondary graduates the opportunity to gain experience and to develop specific career-related skills. To be eligible for a Gradworks internship you must be a recent college, technical institute or university graduate, have little or no relevant work experience in your field of study and be eligible to work in Canada.

Internship Information –STC Communications Assistant

This Internship opportunity will provide assistance to delivering the goals as set forth in the Corporations strategic, communication and advertising plans. Communications and Planning Division is committed to providing meaningful work experience and development for the incumbent.

The Communications Assistant intern will assist in the following:

- policy and procedure development
- strategic plan development
- research and analysis
- drafting responses to action requests, briefing notes and speaking notes
- presentations for Executive Management and key government officials

Major Projects:

- Corporate (Internal) Newsletter - Assist in the creation of the bi-monthly employee newsletter, including, but not limited to lay-out/design, editorial content and photography.
- Intranet/Website - Manage and update the content and visual appeal of the Corporation's website and Intranet through coordination and collaboration with all divisions within the Corporation on a daily and as required basis.
- Events Coordination - Assist in the coordination, set-up and final implementation of various corporate events including facility tours and media conferences.
- Communications Archives - Create a new electronic and paper communications archives system for all advertising, photo and press clipping information, including daily media monitoring.
- Publication Development - Assist in the research and creation of various publications including brochures, on-route magazine, corporate reports and a children's activity book.

Qualifications:

Post secondary education in marketing, communications or journalism

- Strong knowledge of graphic design principles and techniques
- Creative and innovative
- Excellent verbal, written, oral and interpersonal skills
- Organized and able to handle multiple tasks without sacrificing quality or accuracy
- Self-motivated, yet able to effectively work in a team environment
- Ability to travel (within Saskatchewan)

Additional Information:

The Gradworks Program supports the values of workplace diversity and employment equity. Applications are encouraged from people of Aboriginal ancestry, persons with disabilities, members of a visible minority and women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter and resume, including references. **Your application will not be considered unless you have submitted both a cover letter and resume. The completion date of your post secondary education must be stated in your resume in order to be considered for the position. Please include the month of completion if your education was completed in the current year.**

Contact Information:

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