

Gradworks Internship Number: 495

Company Name: SaskEnergy
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: January 7, 2010 by 4:00 PM
Start Date: February 16, 2010
End Date: February 15, 2011

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 – SaskEnergy Communications Assistant

SaskEnergy's Communications Unit has received recognition as one of the top communications groups within Saskatchewan, as it is central to all business, marketing and community-relations initiatives and programs for SaskEnergy and its subsidiaries. The Communications Assistant will play a key role within the Communications Unit, learning all the duties and tasks of a Communications Officer.

Responsibilities:

- Write speeches, develop PowerPoint presentations and brochures, and research information for various communications mediums, including the development of content for the corporate Intranet and Internet websites.
- Assist with the co-ordination of media/public announcements and help prepare all communications elements required.
- Research and write all forms of internal employee communications including the company newsletter.
- Assist the Communications Unit in its media relations role, helping to prepare material for corporate representatives, while providing media tracking and analysis.
- Assist other departments with the preparation of promotional programs and literature.
- Prepare external customer, industry and intergovernmental correspondence.
- Develop a network of internal and external communication sources and organizations to ensure a current understanding of the communication and industry issues and events impacting SaskEnergy.
- Comply with any and all applicable Corporate standards, policies and practices and legislation and regulatory requirements

Qualifications:

University degree in Journalism, English, Communications Studies, Political Science, or Business Administration, with an interest in the media, public relations and other aspects of the communication profession

- Excellent written, group and oral communication skills.
- Experience in writing, editing and designing for publications and the internet.
- Excellent interpersonal skills with the ability to exercise judgment when responding to customer/client needs.
- Strong organizational skills with the ability to handle multiple tasks.

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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