

Gradworks Internship Number: 503

Company Name: SaskPower
Location: Regina
Number of openings: 1
Wage: \$3,224 (Monthly)
Resume Deadline: March 11, 2010 by 4:00 PM
Start Date: April 16, 2010
End Date: April 15, 2011

Gradworks Intern Development Program

The Gradworks Intern Development Program is designed to provide recent post-secondary graduates with challenging & 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 & 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 & be eligible to work in Canada.

Internship Information – SaskPower Communications Services Coordinator

This position will contribute to renewal of CI&T intranet content and assist in team building activities for the division as a whole. As well, the position will assist with ongoing management and update of procedural documentation, to ensure team members have the most up-to-date information available. The position will coordinate events to promote enhanced information sharing and team building across the division.

Responsibilities:

- Review and enhance content for CI&T service teams and other internal CI&T information on the SaskPower intranet, known as the EIN (Employee Information Network).
- Monitor and report on usage trends of CI&T intranet content.
- Plan and coordinate events to showcase CI&T products and services within SaskPower, and share information about CI&T activities.
- Plan and coordinate team building events for CI&T.
- Develop internal CI&T messaging.
- Support IT service quality through IT service reviews.

Qualifications:

University degree in Business Administration (Marketing or Human Resources)

- Knowledge of web content development and related tool set and processes with an in-depth understanding of online information concepts, delivery systems and marketing
- Ability to communicate effectively, verbally and in written form
- Ability to organize and manage information and documentation from multiple sources
- Ability to contribute creatively to a team environment
- Demonstrated skill in SaskPower's core competencies
- Must have a continuing record of professional development

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 visible minority and women.

How To Apply:

Please apply through the Gradworks website at www.gradworks.ca using your online cover letter & resume, including references.

Your application will not be considered unless you have submitted both a cover letter & 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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Website: www.gradworks.ca