

**Gradworks Internship Number: 505**

Company Name: SaskEnergy  
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 – SaskEnergy Community Involvement Assistant**

- Assist with the preparation of the annual SaskEnergy Home Energy Efficiency Project, an initiative where low-income homes throughout the province will benefit from energy efficiency retrofits free of charge. This requires travel (may include weekends), time management, and the ability to co-ordinate multiple parties.
- Assist with the preparation of the KidSport Saskatchewan community relations initiative.
- Assist with the co-ordination and execution of various community relations initiatives, such as: SaskEnergy Hockey Day in Saskatchewan, Western Canada Farm Progress Show, Saskatchewan Abilities Council, Saskatchewan Special Olympics, Saskatchewan Summer and Winter Games and/or other events.
- Assist with advertising/campaign development and evaluation if required.
- Communication activities such as correspondence with partners, sponsorships, presentations as well as internet, intranet, newsletter and report writing.
- Assist with co-ordination of corporate identity tools, including booking, set-up, and tear down of corporate tent and float, mascots as required.
- Assist as required with internet content management.
- Other projects and duties as assigned

**Qualifications:**

Post Secondary education in Business Administration/Commerce (Major in Marketing, Public Relations, Communications) or Journalism

- Excellent written, group and oral communication skills.
- Excellent interpersonal skills with the ability to exercise judgment when responding
- Strong organizational skills with the ability to handle multiple tasks.
- Volunteer experience
- Strong leadership skills

**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](http://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:**

Toll free (877) 789-4723  
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