

Gradworks Internship Number: 537

Company Name: SaskEnergy
Position: Community Involvement Assistant
Location: Regina
Number of openings: 1
Wage: \$3,274 (Monthly)
Resume Deadline: June 9, 2010 by 4:00 PM
Start Date: July 5, 2010
End Date: July 4, 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.

Responsibilities:

- The responsibilities undertaken by this position are subject to the projects that come up during the internship.
- Responsibilities can range from daily or weekly tasks to major project-based work depending on the sponsorships that are in negotiated throughout the year.
- There is a large communications component to this position including internal and external communications, speech writing and preparing communications documents for media events.
- There is an opportunity to participate in advertising work including the design and development of print or television ads, depending on funding decisions.
- The incumbent will also assist with other advertising requirements that will provide excellent experience for persons interested a public relations, marketing or communications field.
- One major project the incumbent will be responsible for managing is the TeamEnergy campaign. This initiative will require event planning, media contact, awards presentations, as well as planning for print production for the next year's campaign. This is a major initiative that will provide well rounded public relations experience.
- The incumbent will also assist with events such as our annual summer employee "Spirit Day" celebration, the Summer Sizzle community barbecue program or any other SaskEnergy community relations efforts we undertake

Qualifications:

- Degree or Diploma in Business Administration/Commerce with a major in marketing or a Degree or diploma in public relations or communications or a Degree in 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 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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Website: www.gradworks.ca