

**COMMUNICATIONS COORDINATOR  
SUMMER STUDENT – FULL TIME TERM**

Reporting to Director, Strategic Communications, as a member of Corporate Communications & Social Responsibility, the summer student is responsible for developing communications plans and collateral materials to support various projects, programs and initiatives. He or she will work primarily as a member of the Internal Communications department, with a focus on preparing and disseminating employee information in a timely, proactive and efficient manner, as well as assist in preparing external communications materials for media, government and other stakeholders.

**Duties:**

- Create and edit newsletter stories, briefing notes, issues sheets and new releases.
- Perform desktop publishing duties such as preparing posters, newsletters, bulletins and inserts.
- Plan, coordinate, promote & implement events as required.
- Conduct research and execute project planning.
- Perform general office duties as assigned.

**Primary Qualifications:**

- Minimum of 1 year completed education in Red River College's Creative Communications program.
- Must be returning to studies the following year.
- Intermediate skills in Microsoft Office (Word, Excel, Outlook) and desktop publishing.
- Must maintain a valid class 5 driver's license.
- Core competencies for this position include customer service, teamwork and cooperation, communication, self-development and initiative, valuing diversity, integrity and building trust, achieving quality results, technical/professional knowledge. These competencies are deemed important for the success of the position.

**Interested Individuals should apply by submitting a current resume and application to:**

**Email:** [careers@mbl.ca](mailto:careers@mbl.ca)  
**Mail:** Human Resources  
1555 Buffalo Place  
Winnipeg, Manitoba  
R3T 1L9

**All applications are due by February 16, 2017.**

We thank all interested applicant, however, only those selected for interviews will be contacted.