



INTERNAL COMMUNICATIONS & ENGAGEMENT SUMMER STUDENT – FULL TIME TERM

Reporting to Program Manager, Engagement, as a member of Corporate Communications, the incumbent is primarily responsible for assisting with the review of content for the internal employee intranet website, as well as some feature story development and graphic design work, as outlined below.

Duties:

- Remediation of content on internal website (intranet) to ensure it meets accessibility standards:
 - Help to identify and update content
 - Ensure pages, links and materials are up-to-date
 - Find/verify and replace media files
 - Archive outdated information
- Work with identified internal stakeholders to review their intranet page(s) content:
 - Edit and rewrite copy, as needed
 - Offer ideas and input on page structure to help better organize page content (note: structural redesign will not be undertaken by the summer student)
- Media Library – review, archive and/or delete outdated content
- Internal Feature Story Development:
 - Research and write assigned feature stories, including contacting and interviewing stakeholders, and gathering images (if applicable).
- Create graphics for internal channels including:
 - Intranet posts/banners, e-newsletter, digital signage, posters
- Other duties as assigned.

Primary Qualifications:

- Area of study: Rhetoric and Communications; PR, Marketing & Strategic Communications Management Diploma; Creative Communications; Media and Communications
- Minimum 1 yr study, with communications focus.
- Strong organization, documentation, and attention to detail.
- Comfortable working independently and in a remote work environment.
- Experience in web maintenance; WordPress experience an asset.
- Strong writing skills, including experience:
 - Writing for the web
 - Feature story writing
- Experience/training in basic graphic design an asset.

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

Email: careers@mbl.ca

All applications are due by January 31, 2024

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