

SOCIAL RESPONSIBILITY SUPPORT SUMMER STUDENT – FULL TIME TERM

Reporting to the Manager, Social Responsibility, the summer student will support the Social Responsibility team by applying organizational, communications, and analytical skills to support ongoing projects. A significant share of these projects will come from within the Accessibility and French Language Services portfolio knowledge and experience in the regulatory landscape of one or both areas is an asset. The role will involve tracking performance metrics, supporting relationships with funded agencies, and supporting research activities. Additionally, the summer student will participate in drafting internal communications showcasing the impactful work undertaken by the Social Responsibility team.

Duties:

- Collecting, compiling, and organizing data.
- Synthesizing information from a wide range of sources, including documents, meeting notes, emails, conversations, etc., into readable summaries and reports.
- Developing written reports using Microsoft Office applications.
- Attending and organizing meetings and recording meeting minutes.
- Undertaking secondary research (searching for and reviewing publications, websites, and other sources).
- Reviewing funding proposals and reports received from funded agencies.
- Supporting written and verbal communication activities.
- Uphold and promote social responsibility values within the Corporation.
- Other duties as assigned.

Primary Qualifications:

- Minimum of 2 years completed education in a Post-Secondary Institution with a focus on Business, Social Science and Humanities, Journalism/Communications, or Community Development (or equivalent).
- Must be returning to studies the following year.
- Excellent written and verbal skills is essential.
- French language skills are an asset.
- Ability to critically analyze information, strong attention to detail, teamwork and cooperation skills, organizational skills, be self-determined and work independently will all be highly valued in this role.
- Intermediate or greater skills in Microsoft Office (Word, Excel, Outlook).
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

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.