



## **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:**

- Review and update intranet site wireframe/directory/site map:
  - Verify and update site wireframe
  - Confirm department contact(s) for all sections/pages
- Update intranet site content:
  - Identify outdated content (pages, forms, bulletins); contact stakeholders and verify changes or deletion
  - Identify broken links – fix or remove
  - Identify duplicate content – remove or consolidate
  - Forms page review and clean up
- 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- Media Library – review, archive and/or delete outdated content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).
- Limited graphic design work such as preparing posters and web banners.
- Other duties as assigned.

### **Primary Qualifications:**

- Rhetoric and Communications
- PR, Marketing & Strategic Communications Management Diploma
- College/Vocational Program
- Creative Communications
- Media and Communications
- Minimum 1 yr study with communications focus.
- Strong organization, documentation and attention to detail.
- Comfortable working independently.
- Experience in web maintenance; WordPress experience an asset.
- Strong writing skills, including experience:
  - Writing for the web
  - Feature story writing

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

**Email:** [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by January 26, 2023.**

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