

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

Reporting to Director, Communications & Corporate Affairs, as a member of Corporate Communications, the incumbent is responsible for implementing communications plans and collateral materials to support various projects, programs and initiatives. He or she will work primarily as a member of the 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 and new releases.
- Assist with maintaining employee Intranet website.
- Perform desktop publishing duties such as preparing posters, newsletters, bulletins and inserts.
- Plan, coordinate, promote & implement events as required.
- Conduct research and assist with 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.
- 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
Mail: Human Resources
1555 Buffalo Place
Winnipeg, Manitoba
R3T 1L9

All applications are due by February 25, 2018.

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