

## **SUMMER STUDENT, COMMUNICATIONS ASSISTANT**

### **SUMMARY**

The Communications Assistant provides assistance and support to the Communications Department. This position reports to the Manager, Communications. This is for a full-time position for the spring and summer 2020.

### **KEY ACCOUNTABILITIES**

- 1. Assists with internal and external communications.**
  - Drafts and proofreads communications materials.
  - Conducts interviews and writes stories about Trust grants and programs.
  - Supports communications team with other communications activities.
- 2. Assists with the management of communication collateral tools.**
  - Updates the Trust website.
  - Assists with updating internal information management systems.
  - Updates and maintains distribution lists.
  - Organizes archives and media library.
- 3. Conducts research activities.**
  - Researches various communication and public relations issues.
  - Documents research findings.
- 4. Provides administrative and office support services.**
  - May cover reception during lunch hours and holidays.
  - Assists with the coordination of meetings.
  - Provides administrative and office support services as required.
  - Assists with the coordination of corporate events and activities as required.

### **QUALIFICATIONS**

#### **Training and Experience**

- University or College student with a minimum of one-year of university or college in the business/communications field.
- Experience working with websites.
- Previous office experience is an asset.

#### **Knowledge, Skills and Abilities**

- Knowledge of the Columbia Basin region an asset.
- Strong verbal, written, graphic and web-based communication skills.
- Proficient with MS Office and Outlook.
- Photography skills.
- Proficient with content management systems.
- Ability to maintain a high degree of confidentiality.
- Ability to travel throughout the Basin.