

## **SUMMER STUDENT, CORPORATE SERVICES ASSISTANT**

### **SUMMARY**

The Summer Student, Corporate Services Assistant provides support to the Communications, Information Services and Human Resources Department. This is a full time, temporary position reporting to the Director of Communications from May through August 2019 in Castlegar.

### **KEY ACCOUNTABILITIES**

- 1. Assists with internal and external communications.**
  - Drafts and proofreads communications materials.
  - Conducts interviews and writes stories about Trust's grants and programs.
  - Supports communications team with other communications activities.
- 2. Assists with the management of communication collateral tools.**
  - Updates the Trust's websites.
  - Assists with updating internal information management systems.
  - Updates and maintains distribution lists.
  - Organizes and archives media library.
- 3. Provides support to the Information Services Department.**
  - Provides support for building and maintaining online application forms.
  - Provides support for projects/tasks such as asset inventory updates, preparation for a desktop refresh project and IT asset clean up.
- 4. Provides support to the Human Resources (HR) Department.**
  - Compiles an HR Employee Policy handbook.
  - Supports other HR projects as required.
- 5. Conducts research activities.**
  - Researches various communication and public relations, information services and human resources issues.
  - Documents research findings.
- 6. Provides administrative and office support services.**
  - Assists with reception coverage 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.
  - Provides support on records management to ensure compliance with records management classification.

### **QUALIFICATIONS**

#### **Training and Experience**

- Currently enrolled in business, communications, computer sciences or human resources post secondary education.
- General technical acumen preferred.
- Previous office experience is an asset.

**Knowledge, Skills and Abilities**

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