



Job Posting Communications & Marketing Intern

The Town of Kindersley is seeking a Communications & Marketing Intern to assist in the effective delivery of communications strategies in Kindersley. This is a paid summer position with the potential to be extended depending on the candidate. The Communications & Marketing Intern will report to the Manager of Communications and will be responsible for the development and implementation of both internal and external communication strategies.

Key responsibilities include:

- Updating and maintaining content on www.kindersley.ca and the employee Intranet
- Developing communication materials, including advertisements, reports, marketing and promotional tools.
- Managing social media content
- Assisting with requests from the media
- Other related duties as assigned.

Skills and Qualifications:

- A certificate, diploma or degree in Communications, Public Relations or related field. Equivalent combination of education and experience will be considered.
- Proven ability to effectively communicate orally, in writing and in person.
- Strong interpersonal skills and the ability to work as a team player
- Ability to write, proofread and edit with a strong attention to detail.
- Strong knowledge of social media.
- Proficient in using MS Word, Excel, PowerPoint, Outlook and Publisher.
- Skills in photography and working knowledge of Adobe and Photoshop an asset.
- Must hold a high degree of confidentiality.
- Ability to analyze information, show initiative and work under pressure to meet deadlines is imperative.
- An understanding of public administration and experience dealing with government officials would be an asset.

The Town of Kindersley offers a competitive salary and benefits package.

Please submit cover letter and a detailed resume, along with writing samples to:

Human Resources – Communications & Marketing Intern
Town of Kindersley
Box 1269
Kindersley, SK SOL 1S0
Email: hr@kindersley.ca
Fax: (306) 463-4577

We would like to thank all applicants for their interest in this position; however only those candidates selected for an interview will be contacted.