

## Summer Student, Communications

### Summer 2019

At the Canada West Foundation, we believe in doing work that matters to the West, and all of Canada. To do this, we need to communicate big ideas in a simple way. We are looking for a driven communications summer student to join our fast-paced team. The successful candidate will be part news junky, part policy wonk – happy diving into a complex research paper, creating a perfect spreadsheet and crafting an excellent tweet. Critical thinking and superior organizational skills are a must. You will provide assistance for tracking and co-ordinating engagement efforts, including stakeholder mapping and managing contact databases. You will also have the opportunity to draft news releases, update online content, manage social media, copy-edit research material and keep track of our impact – and build a stellar communications portfolio at the same time. If you have video or podcast production experience, even better.

Applicants must be enrolled in a program that will result in a certificate, diploma or degree, reside or attend school in Alberta with an Alberta address, and be returning to a post-secondary institution no later than November 1. The work term is from May to August, in our Calgary office.

The Canada West Foundation is an evidence-based public policy research think tank focused on issues facing the West, and Canada as a whole, at home and on the global stage. Our three research centres – Natural Resources, Trade & Investment and Human Capital – focus on some of the biggest issues affecting Canada today.

#### Description of duties:

Assist the communications team with duties including:

- Writing and editing a range of material, including: news releases, op-eds, newsletters, blog posts
- Administrative tasks – stakeholder mapping, archiving, database management
- Reporting and tracking impact
- Website management
- Social media posting, monitoring and responding
- Internal communications

#### Skills and competencies:

- Strong writing and editing skills – plain language is key
- Organization/time management
- Attention to detail
- Critical thinking
- Knowledge of WordPress CMS, SEO, CP style, InDesign, Photoshop considered assets

**Salary:** \$20/hour

The deadline to apply is February 11, 2019.

**When applying, please quote the job title – Summer Student, Communications – in the subject line of your email. To apply, send a cover letter, resume, and two writing samples to: Jamie Gradon, communications manager: [gradon@cwf.ca](mailto:gradon@cwf.ca)**