



THE CORPORATION OF THE TOWN OF COBOURG

Communications Internship

The Town of Cobourg is currently hiring a communications **intern** for a maximum of an eight (8) month term.

Reporting to the Communications Manager this position is responsible for many duties including but not limited to providing administrative assistance to the department, writing engaging content for both internal and external audiences, event management and project management assistance.

Responsibilities:

- Support the development and implementation of both internal and external communication campaigns and work plans
- Assist in the development of a media relations strategy
- Create media pitches and send information as needed to media members
- Daily media monitoring in order to capture all media mentions for weekly and ongoing reports
- Prepare first drafts of press releases, public notices and media alerts
- Coordinate planning meetings, develop supporting notes and materials and assist in the development and implementation of Cobourg's strategic communications plans across the organization.
- Assist in updating communications processes, policies, and procedures.
- Update and create editorial content across all social media platforms and online communication platforms including the Town's website and intranet.
- Coordinate media and project launch events.
- Perform other duties as assigned.

Required Qualifications:

- Undergraduate or graduate student in Communications, Public Relations, Marketing, Journalism or a related field
- Knowledge of leading practices in internal and external communications and media relations
- Ability to work in an organized manner under tight deadlines while working collaboratively with others
- Excellent written and verbal communications skills
- Exhibit an understanding of municipal government, exercise political acuity and portray a professional demeanor in attitude and appearance
- Experience in managing small projects and utilizing project management skills an asset.
- Experience writing for various audiences using clear and concise messages as well as accessible / plain language
- Possess a strong working knowledge of Microsoft Office product and social media platforms
- Be self-motivated and capable of working effectively both independently and as part of a team
- Behave in a manner that contributes to healthy & safe work environment, and positive workplace culture
- High degree of professionalism, political astuteness and interpersonal skills

This position is a full-time contract role, 35 hours per week, position governed by the Town of Cobourg Non-Union Policies and Procedures.

Interested applicants should forward their resume in confidence **no later than 4:30pm Monday, March 19, 2018** to the attention of:

Human Resources Department

The Corporation of the Town of Cobourg
55 King St. West
Cobourg, Ontario, K9A 2M2

Fax: (905) 372-0781
Email: careers@cobourg.ca

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. We thank all those individual who apply; however, only those applicants granted an interview will be acknowledged.