

**Job Description
Calgary Health Trust**

WORKING TITLE:	Summer Student – Communications Intern (Candidate must be enrolled in post secondary schooling for fall 2017)
LOCATION:	South Centre Executive Tower
DEPARTMENT:	Communications
SUPERVISOR:	Director, Communications
DATE:	June 2017
HOURS:	1.0 FTE Monday to Friday 8:00am to 4:15pm. (Occasional evening and weekend work may be required)

POSITION SUMMARY

Reporting to the Director, Communications the Communications Intern will be part of a fast-paced, full-service communications team that supports the fundraising initiatives of Calgary Health Trust. The team is specifically responsible for external & internal communications, social media, internet content, marketing/design, media relations, publications, video production and whatever else comes up. We are seeking a highly organized, highly motivated individual with excellent communication skills to join the team.

KEY RESPONSIBILITIES

Activities of the intern include, but are not necessarily limited to, the following:

- Assist in the management of Calgary Health Trust's presence at community events, and within the hospitals
- Assist with internal management and trafficking of projects
- Participate in weekly team status meetings
- Develop work-back calendars and progress reports
- Provide support for print and online communications tools, including blogs, social media and website.
- Remain current with marketing trends and other areas affecting the fundraising business
- Assist with research, collecting and filing relevant communication and marketing information and samples
- Organize and maintaining the team's digital library and file archives
- Other administrative support to the team
- Various other duties as appropriate

The Intern will be accountable for:

- Timeliness, accuracy and completeness of their work
- Effective administrative support to team members
- Positive relationships with staff, volunteers and donors
- Efficient organization and coordination of team's work outputs

KNOWLEDGE, SKILLS & ABILITIES

- Excellent oral and written communication skills;
- Is professional and personable
- Strong project management, organizational and time management skills
- Is logical, work-oriented and analytical; a critical thinker
- Attention to detail essential
- Excellent interpersonal and organizational skills;
- High energy, flexibility and ability to take initiative and work both independently and as part of a team;
- Ability to manage direction and input from a number of different sources both internal and external;
- Proficiency with Microsoft Office products – Word, Excel, PowerPoint and Outlook.
- Proficiency with photography and desktop design, including a working knowledge of Adobe Creative Suite and related graphic design products is an asset.

Interested candidates should forward their resume along with salary expectations in confidence no later than Sunday, June 18 to:

bobbi.jensen@calgaryhealthtrust.ca

Find out more at www.calgaryhealthtrust.ca