

Job Posting

Communications Intern (Summer 2021)

About us:

The Canadian Nuclear Association (CNA) is a non-profit organization established in 1960 to represent the nuclear industry in Canada. We promote a strong, vibrant and expanding nuclear industry that benefits our members, stakeholders and all Canadians.

The CNA's purpose is to lead and focus dialogue with and among key stakeholders concerning Canada's nuclear future and to be known as the voice of the industry. To this end, CNA offers a range of services: regulatory and government affairs; research and policy development; advocacy to advance member-relevant interests in the political and public spheres; programs and external and member communications to support the association's objectives.

What we are looking for:

We are seeking a post-secondary student to perform a wide range of communications and social media functions in support of an ongoing communications program promoting the Canadian nuclear sector both domestically and internationally.

The position reports jointly to the Director of Communications and the Manager, Membership and Events. We are a small and nimble team, and we are looking for someone who loves learning and can work closely with our team yet autonomously as the position will be remote. You are passionate about learning and experiencing working in communications and event organization. You love seeking out best practice communication tools and working independently yet are equally interested in working as a team by pulling a deliverable together in a collaborative environment.

What you will be doing:

In this role you will be supporting the team with a variety of projects to support your learning experience. This includes supporting our annual conference planning, which includes execution of our marketing and communications plan, contributing to our speaker series, and writing blogs.

We have projects that could use your analysis skills such as contributing to our membership database project. We need support to review the next version of our Factbook and our Teach

Nuclear promotion and maintenance. Our website could use your review and help with maintenance as required.

The Successful Candidate will have the following:

It would be important that you are heading back to school in Sept 2021 as this is a requirement of the Federal summer student program. You must be participating in a University or college degree in journalism, communications, public relations or related field of study.

We are looking for the following experience:

- Solid writing, editing and organizing skills.
- Some experience in planning and developing a wide array of communication content/material including web content, fact sheets, backgrounders, speeches, and news releases.
- Experience working with a CMS and basic knowledge of html.
- Experience with business software applications and Microsoft Office Suite.
- Understanding of and exposure to:
 - Canadian media environment
 - Media relations and social media
 - Project management
 - Event management

We are also looking for these skills and abilities that we consider an asset:

- Ability to work in both English and French. Working level of French acceptable.

Personal Attributes required for this role include:

- Organized and resourceful, able to multi-task with minimal supervision.
- Polite, client-focused, professional manner.
- Reliable and punctual, can be counted upon to meet commitments.
- Attention to detail and ability to manage multiple priorities concurrently.
- Collaboration, which requires patience, a commitment to teamwork and an understanding that everyone has their own style.

As a summer term employee, we have this to offer you:

- Work-life balance, yet fast paced environment.
- Flexible hours.
- Learning and development opportunities.
- Regular all-staff meetings with CEO.
- Regular social and team-building get-togethers for all team members — virtual during COVID-19.
- Competitive summer student hourly compensation.

How to apply:

If this opportunity intrigues you and relates to your experience, then we want to hear from you right away. Please take the time to tell us about yourself in a brief cover letter and résumé. Show us your written communication skills and the art of crafting a communication to accompany your résumé. We want to hear from you and how this summer intern opportunity will support your learning.

We thank all applicants for their interest, and your application will be acknowledged. If you have any questions in advance of applying, please connect with us and we would be glad to answer. Please submit your cover letter and résumé to HR@CNA.CA by Wed May 5, 2021.

The CNA is committed to providing an inclusive, barrier-free recruitment and selection process. We are an equal opportunity employer, and we are seeking applications from employment equity groups including but not limited to persons with disabilities, and Black, Indigenous and/or persons of colour. Please contact us at HR@CNA.CA in confidence and provide notice in advance if you require accommodations at any stage of the recruitment process. All requests for accommodation will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity.