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Communication Intern - Toronto

Location: **Headquarters**
 Job Code: **Intern-922**
 # of openings: **2**

Description

Communication and Public Affairs Intern

Under direct supervision, you will perform a variety of functions relating to the company's internal and external communications. Tasks include writing articles for the Roots magazine, creating press releases, copy editing, interviewing, researching, putting together media press kits, sending e-mails and making phone calls.

Duties and Responsibilities:

- Maintain a reporting, problem-solving and working relationship with the Director of Communication and Public Affairs and other personnel as assigned.
- Communicate effectively, both verbally and written, with a variety of individuals and groups. ·Use independent judgment to gather information from internal and external sources.
- Evaluate and edit the content, structure and format of a range of written material.
- Edit and/or assist with the writing of internal and external communications, particularly for the company's bi-monthly colour magazine, The Source.
- Utilize the Internet to gather information and conduct relevant research.
- Conduct interviews to gather research for articles.
- Assist in the layout of company magazine as well as gather and edit photos.
- Perform miscellaneous job-related duties as assigned.

Position Type

Unpaid Internship (Non-TIP)

Duration

Five months

Related Field(s)

Communications, Public Relations, Writing and Reporting

Qualifications

- Knowledge of public relations and general communications principles and practices.
- Ability to use a personal computer and proficiency in Microsoft Office.
- Experience with Adobe software applications such as InDesign, Photoshop and Acrobat Professional is an asset.
- Strong interpersonal and communication skills and the ability to work effectively and independently, sometimes under deadline pressure, with a wide range of constituencies in a diverse community.
- Must be detail oriented.
- An openness to learn, a collaborative spirit and above all a highly positive attitude along with a desire to tackle new challenges.

Preferred Education Level

Bachelors (including Honours)

Preferred Program of Study

Communication Studies, Public Relations, or Journalism

Contact Information:

Robert Samer, Director of Communication and Public Affairs: rsamer@roots.com

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