POSITION TITLE: Corporate Communications Internship

Employment Type (FT, PT, Contract): Contract
Rate of Pay: 17.44
Job Location: Oakville
Hours of Work: 35 per week
Start Date: April 20, 2020
Application Deadline: January 27, 2020

COMPANY NAME: Halton Regiona Police Service
Street Address: 2485 North Service Road Oakville
Phone: 905-825-4747 ext. 5047
Fax: 905-825-5105
Email: staffing.advisor@haltonpolice.ca
Website: www.haltonpolice.ca

General Description of Duties:
The Halton Regional Police Service is seeking a student internship within the Corporate Communications Unit, specifically in the area of communications, social media monitoring and utilization, graphic content design, and presentation development. The Student will also shadow and provide communications support to members of the Corporate Communications team in the areas of strategic communications, media relations, community engagement and strategic support of internal units. Specifically, the Student will:

- Assist in the development and implementation of communications plans that support the internal and external goals of the Halton Regional Police Service
- Support development of graphic content and external messaging for strategic education and enforcement campaigns and special events
- Assist with the refinement and enhancement of social media policy, training module development, and associated collateral (i.e., PowerPoint presentations, Fact Sheets, etc.)
- Identify opportunities to leverage existing social media platforms more effectively and design new graphic content in support of the Service’s social media strategy and broader corporate communications strategy
- Assist other units within the Service in managing social media and developing graphic content, including promotional material and presentations (across different Bureau and service areas), as needed
- Proactively monitor and scan media (including social media) to identify relevant incidents, media touch points, trends or potential stories for the Unit to address, resolve or develop narratives
- Update and maintain the unit’s media contact list and develop area specific media lists
- Proactively scan external website content to manage functionality and flag required updates
• Be a technological resource to Corporate Communications Unit members

The hours of work will be 8:00 am to 4:00 pm

The hourly rate of pay will be $17.44.

Successful candidates will have to complete their internship hours working full time (35 hours per week) which is from April to August 2020 (16 weeks). Also, they must be able to fulfil the entire 16 weeks of the internship program.

Skills and Experience Required:
Eligibility:

The student must be currently enrolled in a full-time post-graduate certificate in communications, public relations and/or graphic design.

Skills and Qualifications:

The ideal candidate must possess the following skills:

• Exceptional creativity, problem solving, written and verbal communication skills
• Highly-experienced in the use of Adobe Creative Suite, including InDesign, Photoshop and Illustrator
• Demonstrated proficiency in Microsoft applications, including PowerPoint, Word and Excel
• Demonstrated expertise in utilizing and leveraging different social media platforms to maximize desired outcomes, including but not limited to Twitter, Facebook, Instagram, and Periscope
• Strong understanding of and experience in developing presentations in PowerPoint, in particular leveraging different communication approaches to visually communicate information (i.e., infographics, etc.); experience in other presentation platforms an asset (i.e., Prezi).
• Driven, self-motivated individual who has the ability to be dynamic and think “outside of the box”
• Flexible and adaptable to a dynamic but regulated work environment with exceptional time management skills
• Highly-organized and can effectively prioritize activities appropriately to meet competing deadlines

How to Apply:
Anyone interested in this opportunity must submit a resume and a detailed letter outlining their experience and skills. This information should be forwarded to Staffing Advisor, Human Resource Services, via email to Staffing.Advisor@haltonpolice.ca quoting Competition #01-C-20 by 16:00 pm on January 27, 2020. No late submissions will be accepted.

Please Note: If selected for an interview, you will be required to provide samples of your work to the interview panel and potentially undertake a real-time use case as part of the interview process.

Please Note:
No phone calls or emails, please. The Halton Regional Police Service is committed to the principles of equal opportunity. We thank all applicants, however, only candidates selected for an interview will be contacted. The Halton Regional Police Service is committed to providing accommodations for persons with disabilities. If you require an accommodation, we will work with you to meet your needs.

This job advertisement has been provided by an external employer. Mohawk College is not responsible for the accuracy, authenticity or reliability of the content.