

## TOWNSHIP OF WHITE RIVER

We are currently seeking qualified candidates for the following position:

### 1 Full-Time Communications Intern (2 Year Contract)

The Township of White River is a progressive and vibrant community, with a population of around 1000, located midway between Thunder Bay and Sault Ste. Marie in the heartland of Northeastern Ontario. Set amongst a stunning landscape of lush boreal forest and abundant freshwater lakes and rivers, White River boasts rugged beauty and a healthy climate where wildlife and adventure abound.

The Township of White River is seeking a Communications Intern who will, under the supervision of the Economic Development Officer ("EDO"), be responsible for the communication linkage between the Community Development Corporation ("CDC"), EDO, Mayor, Council and the general public.

The Communications Intern will perform a wide range of duties including the following:

- Work collaboratively with the CDC, the EDO and staff of the Township of White River;
- Act as a resource/information officer to all community partners and the general public;
- Coordinate and facilitate meetings with focus groups, community groups, stakeholders and the public;
- Summarize all meetings with concise minutes;
- Write content for municipal and economic development websites;
- Prepare scripting and present reports at town council meetings;
- Plan content and write copy for publications (newsletters, brochures);
- Prepare press releases on Strategic Plan efforts and developments;
- Create quarterly report summaries cross referencing the Strategic Plan;
- Generate copy for promotional materials and advertising.
- Positively promote and maintain the vision, mission and policies of the Township, the CDC and the Economic Development Office.
- Participate in educational and training opportunities applicable to the position including,
  - At the end of year one, the candidate will attend the Year One EDAC program in Waterloo;
  - At the end of year two, the candidate will attend the Year Two EDAC program in Waterloo.

#### **Qualifications:**

Post Secondary studies in Journalism, Public Relations, Community Economic and Social Development, Public Administration, Business Administration or related field.

#### **Who is eligible:**

Un-employed or underemployed persons who have graduated with a degree or diploma from a post-secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under an NOHF Internship Funding Agreement, or other federal or provincial internship with pay for a period of six (6) months or more.

**To be considered for this position, please submit your resume by August 25, 2017 to:**

Township of White River  
102 Durham Street, P.O. Box 307  
White River, ON P0M 3G0  
Email: [cao@whiteriver.ca](mailto:cao@whiteriver.ca) or via fax to (807) 822-2719  
For more information call (807) 822-2450 x. 206