



JOB DESCRIPTION

JOB TITLE	Communications Intern
DEPARTMENT / PROGRAM AREA	Office of the CAO
REPORTING TO	Communications and Executive Coordinator
EFFECTIVE DATE	March 2026
SALARY	\$20.00 per hour

JOB SUMMARY

Under the supervision of the Communications and Executive Coordinator, the Communications Intern will support DNSSAB's communications and outreach efforts through website updates, social media content creation and scheduling, event coordination, communications planning, and engagement research. The role also includes supporting confidential projects and providing administrative assistance to align with DNSSAB's strategic goals and commitment to accessible, inclusive communications.

JOB DUTIES AND RESPONSIBILITIES

- Prepare internal communications such as posters and emails;
- Draft media pitches, releases, and updates for DNSSAB initiatives;
- Research communications and social media trends to support outreach strategies;
- Organize and execute internal and external communications campaigns;
- Gather feedback from staff and stakeholders to improve materials;
- Update and maintain website content, graphics, and documents;
- Review website analytics and prepare basic reports on engagement;
- Provide administrative support for communications projects and special initiatives;
- Capture photos or video for promotional use;
- Create and schedule social media content and contribute ideas for campaigns;
- Provide confidential support for sensitive communications, projects, and other tasks as required;
- Other duties as assigned

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Valid Ontario driver's licence and access to a vehicle for work purposes;
- Post-secondary diploma in Communications, Public Relations, Marketing, or a related field;
- Strong organizational and time management skills;
- Excellent written, verbal, and interpersonal communication skills;
- Demonstrated attention to detail in drafting, editing, and proofreading communications materials;
- Ability to manage multiple tasks, set priorities, and meet deadlines in a fast-paced environment;
- Ability to work both independently and collaboratively as part of a team;
- Working knowledge of MS SharePoint and Microsoft Office;
- Experience with digital communications tools such as Canva, Google Analytics, and social media platforms is considered an asset;
- Demonstrated professionalism, reliability, regular attendance, and ability to maintain confidentiality;
- Bilingualism (English and French) is considered an asset