



Gwin Communications

Gwin Communications is a full service public relations company. Clients depend on our expertise to navigate the complex avenues of community outreach, strategic planning, crisis communications, political strategy, social media marketing, media relations and cultural awareness training. Gwin Communications provides services to several First Nations and Métis organizations and specializes in elevating Indigenous voices, projects and issues across Canada.

This posting is for **two temporary, full-time student intern positions** for up to 6 months, with the possibility of extension. Working with the owner and operator of Gwin Communications, the Communications Intern will play an integral role in creating and delivering internal and external communications for First Nations, Métis and Inuit clients. The successful candidate will provide project support and content writing / editing as it relates to each clients' project or initiative. This includes: brand promotion, writing for web, social content creation and planning, research reports, preparing news releases and media advisories, developing blogs, and other tactical pieces as required.

Responsibilities: Work closely with the the owner and operator of communications to plan, coordinate, write and edit content for all Gwin Communications clients including: web, social media channels, power point presentations, e-marketing campaigns, liaise with clients, designers and consultants, and other duties as required. Interns will work remotely.

Required Knowledge, Skills and Abilities:

- Knowledge and understanding of Indigenous communities and peoples
- Enrolled in a degree or diploma program in Communications , Public Relations or Journalism
- Strong writing and editing abilities; exemplary organizational skills
- High degree of accuracy and attention to detail
- Proficiency in Microsoft Word, PowerPoint and Google Drive/Docs. Familiar with ClickUp.
- High energy and enjoys the challenge of working in a deadline-driven environment
- Basic graphic design capabilities considered an asset

Qualified candidates are asked to submit resumes and a cover letter by emailing shani@gwincommunications.com. Posting closes September 2, 2020.