

ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Public Affairs Intern

Overview

The Ontario Chamber of Commerce (OCC) is seeking a *Public Affairs Intern* to join our dynamic Public Affairs team. They will be responsible for supporting the team's external and internal communication efforts and executing strategies to grow the OCC's digital presence.

Primary Responsibilities

- Assist with supporting the corporate communications efforts for the organization, both internally and externally.
- Assist with writing a range of communications materials, including key messaging, media copy, speeches/speaking notes, letters to members, website content, newsletters, and other elements as required.
- Assist with the management of the online/digital presence of the organization, including website content updates, social media, and e-blasts.
- Assist with supporting the execution of strategic communications plans for all OCC initiatives.
- Work collaboratively with all OCC staff and departments.

Qualifications and Experience

- Student in post-secondary education in public relations, communications, public affairs, or a related field.
- Strong writing skills with the ability to deliver creative communication materials across multiple channels that align with strategic objectives.
- Knowledge of the public policy process in Ontario and relevant issues.
- Ability to manage projects and collaborate with others to meet tight deadlines.
- Exceptional written and verbal communication skills.
- Strong time management and organizational skillset.
- Experience in managing websites and using web software/platforms is considered an asset.

Working Arrangement

- The position is based in the OCC's office, normally with two in-office days per week and a hybrid work option for other days.
- The OCC's office is in downtown Toronto, with easy access to transit.
- This is a contract position for the duration of two months from the start date.

How to Apply

- Please send a cover letter and resume in a single PDF with the subject line "Intern, Public Affairs – Your Name" to andreamcarmona@occ.ca.
- Applicants are encouraged to apply immediately and will be accepted on a rolling basis.
- Thanks to all for your interest, but only candidates who move forward in the process will be contacted.

About Us

The Ontario Chamber of Commerce (OCC) is the indispensable partner of business and Canada's largest, most influential provincial chamber. It is an independent, non-profit, *advocacy and member services organization*. The OCC has 60,000 members, including large multinational corporations, small-to-medium-sized enterprises, labour unions, postsecondary institutions, non-profits, associations and close to 150 chambers of commerce and boards of trade.

The OCC's mission is to convene, align and advance the interests of its members through principled policy work, value-added business services and broad engagement to drive competitiveness and sustainable, inclusive economic growth in the province.

Values

- **Non-Partisan:** We approach every issue and decision without bias towards any political group, ensuring our actions are based on objective evidence and support the best interests of our members and greater economy.
- **Integrity:** Our commitment to honesty and ethical conduct drives our interactions, decisions, and operations, fostering a culture of trust, transparency, and accountability.
- **Service Excellence:** We consistently strive to exceed expectations, providing outstanding value, support and solutions to our members and stakeholders, enhancing their engagement and experiences.
- **Entrepreneurial:** Embracing innovation and creativity, we proactively seek new opportunities, adapt to changing landscapes, and champion bold ideas to drive growth and progress.
- **Inclusive:** We embrace diversity in all forms, ensuring that all voices are heard, respected, and valued, creating an environment of belonging, collaboration, equity, and mutual understanding.