

## Ontario Chamber of Commerce | 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.

### Qualifications

- Student in Public Relations (Graduate Certificate) from Humber College.
- 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 communications skills.
- Strong time management and organizational skillset.
- Experience in managing websites and using web software/platforms is considered an asset.

### 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.

**Start Date:** September 2022

**End Date:** 2 months from start date

**Hours of Work:** 37.5h/week

**Location:** Virtual

**Salary Information:** Paid

**To apply:** Please send your resume and cover letter addressed to Alissa Reid, Public Affairs Coordinator at [alissareid@occ.ca](mailto:alissareid@occ.ca) by July 8<sup>th</sup>.

*The OCC is committed to fostering a diverse and inclusive workplace. We will consider all qualified applicants regardless of gender, gender expression, race, ethnicity, sex, colour, religion, age, ability, amongst other diversity dimensions.*

*We welcome applications from people with disabilities. Accommodations are available on request for candidates taking part in the selection process.*

*We thank you all for your interest but please note that only those selected for an interview will be contacted.*