

Youth Employment Services Manitoba (YES) is seeking a full-time Communications Intern to join our team for an eight-week term. This position will support the development and implementation of the organization's communications strategy and will assist with client-driven special projects through **design, content development, and digital marketing.**

Position: Communications Intern (Eight-week contract)

Hours: 35 hours per week (Monday – Friday, 8:30 a.m. – 4:30 p.m.)

Start date: ASAP

Salary: \$15.00 per hour

Location: Youth Employment Services, 614 – 294 Portage Ave, Winnipeg, MB

This position requires in-office duties, as provincial health restrictions allow. Appropriate health and safety precautions will be taken at all times.

This position is a part of the Canada Summer Jobs Program, with funding provided by Employment and Social Development Canada. Candidates must meet the following eligibility requirements to be considered:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program).

Specific Responsibilities:

Reporting to the Communications Coordinator, the Communications Intern will:

- Support implement of YES communications strategy to support the short- and long-term goals of the organization.
- Assist various team members in the marketing, communications, and positioning of their activities.
- Develop a external communications materials and client-driven content to increase engagement with services and programming, including online content development, video production, creation of promotional materials, and enhancement of client resources.
- Coordinate the writing, production, and distribution of quarterly organizational newsletter for clients and stakeholders.
- Support Communications Coordinator to manage organization's social media accounts, content development, and quarterly content calendar; track and

analyze analytics.

The Communications Intern will possess the following qualifications and attributes:

- Certificate, degree, or diploma in creative communications, public relations, marketing related field. Students pursuing post-secondary education in one of the mentioned fields are welcome to apply.
- Excellent communications skills, with an aptitude for creative design and an eye for content editing.
- Proficient in Microsoft Office 365, including Outlook, SharePoint, and OneDrive and working experience with design software, such as Adobe Suite.
- Experience developing and implementing successful social media strategies across various platforms.
- Experience in digital marketing using Constant Contact or similar platform.
- Experience with website content management considered an asset.
- Photography and videography production experience considered an asset.
- Strong organizational skills and demonstrated ability to manage and meet multiple deadlines.
- Self-motivated and self-reliant with an ability to work independently and as an enthusiastic team player; proven capacity to show initiative.
- Demonstrated interest in and commitment to YES's mission and vision, with an understanding and ability to recognize and appreciate the diversity of cultures, ideas, and opinions.

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), and Child & Adult Abuse Registry as conditions of employment. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment. Only original copies of the CRC, CARC, and AARC will be considered acceptable for the purposes of this policy.

YES requires all staff to be fully vaccinated for COVID-19. This requirement applies whether you are working remotely or on-site.

We are committed to a workforce that reflects the diversity of those we serve. We encourage applications from all qualified individuals including applications from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. If you identify as First Nations, Métis, Indigenous, racialized, a member of the 2SLGBTQIA+ community, a person with a disability, and/or a member of a marginalized community (i.e. Foster Care), you are encouraged to indicate this in your cover letter. We are committed to accommodating applicants with disabilities throughout the recruitment process and will offer reasonable accommodation to individuals participating in the selection process upon request.

YES provides free, inclusive employment services for youth ages 16 to 29. Our purpose is to help youth realize their potential to become self-sufficient. We strive

to create a warm and welcoming environment for clients, community members, and staff. We meet people where they are and for who they are.

YES offices are located on Treaty One territory, on the traditional territory of the Anishinaabe, Cree, Oji-Cree, Dene, and Dakota Peoples, and the Homeland of the Metis Nation.

Please email your cover letter and resume to media@yesmb.ca, including “Communications Intern” in the subject line. Applications will be accepted until 11:59 p.m. on Wednesday, May 25, 2022.

We thank all who apply but only those selected for an interview will be contacted.