

EMPOWERING ONTARIO'S ENERGY FUTURE

2019 Summer Student Opportunities

Summer Student, Community Relations & Outreach

(1 Position)

Job ID #SUM2019 – 04

We are the Ontario Energy Board - Ontario's independent energy regulator. We work to ensure a sustainable, reliable energy sector that helps consumers get value from their natural gas and electricity services – for today and tomorrow.

Department Overview:

The Community Relations and Outreach department is responsible for consumer engagement and outreach to help inform, engage, empower and protect Ontario's energy consumers. Activities include identifying strategic opportunities for outreach, organizing and attending community events such as fairs, making presentations to community groups, and gathering and analyzing data for research and engagement purposes.

Position Overview:

Reporting to the Manager, Community Relations and Outreach, you will help:

- Research and generate content for the Ontario Energy Board's Consumer Panel
- Create and manage databases for consumer outreach purposes
- Analyze data, including comments and suggestions from consumers
- Attend Ontario Energy Board community meetings and events
- Create web content for OEB's website re community events
- Answer consumers questions at Ontario Energy Board related events
- Create communications materials for improving energy literacy and OEB brand awareness
- Prepare briefing notes, reports, presentations and memos
- Develop consumer engagement activities such as surveys to gather consumer feedback

Candidates for this position will have:

- Enrollment in post-secondary studies in political science, public administration, communications, marketing, journalism, or a related discipline is recommended
- Strong oral and written communication skills
- Strong relationship skills
- Experience and/or interest in conducting research and drafting reports
- Analytical and problem-solving skills to evaluate technical information, identify and analyze issues, and develop recommendations
- Strong computer skills including MS Office are required
- Experience interacting with the public.

This position may require some travel across Ontario. A driver's license is preferred. The ability to speak a second language is also helpful.

Location: 2300 Yonge Street, Toronto, ON M4P 1E4

Duration: May – August, 2019

Hourly Rate: \$19.94

To Apply:

For more information, please visit the Careers page on our website at www.oeb.ca. Interested candidates should forward a cover letter and resume in confidence to the Careers mailbox at careers@oeb.ca by **March 21, 2019**. When applying, please quote the **Position Title and Job ID#** of the position you are applying for in the subject line of your e-mail.

As Ontario's independent energy regulator, the Ontario Energy Board is proud to be an Equal Opportunity Employer and offers a competitive compensation and benefit package.

We are committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disability Act (AODA). Should you require accommodation at any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

We appreciate the interest of all candidates. We regret that only those candidates under consideration will be contacted.