

EMPOWERING ONTARIO'S ENERGY FUTURE

2019 Summer Student Opportunities

Summer Student, Consumer & Corporate Communications, Public Affairs

(1 Position)

Job ID #SUM2019 – 03

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.

Division Overview:

The **Public Affairs Division** focuses on the OEB's consumer, stakeholder and corporate communications-related initiatives as well as employee communications. It is responsible for increasing the organization's visibility, building consumer trust and increasing energy literacy.

Key Responsibilities:

As a member of the Corporate Communications team, the successful candidate will:

- Write engaging content
- Support the creation of briefing notes and presentations for executives
- Create a range of communications for internal and external audiences
- Project manage, create content and develop promotions for the annual report, internal communications, events and charitable programs
- Evolve and support the social media strategy
- Support Media Relations activities

Requirements:

- Pursuing formal studies in Marketing, Communications or Public Relations
- An interest in the utility industry and government
- Excellent writing and grammar skills
- Knowledge of popular social media platforms (blogs, Twitter, LinkedIn, Hootsuite and monitoring software etc)
- Graphic design (Adobe Creative Suite or similar) and MS Office skills
- Extremely organized with strong project management skills and attention to detail
- Fast learner who can adapt complex concepts to simple ones

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.