



EMPOWERING ONTARIO'S ENERGY FUTURE 2020 Summer Student Opportunities

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.

We are currently seeking an energetic and collaborative individual to join our team as a Summer Student in the Corporate Communications department. The **Public Affairs Division** focuses on the OEB's consumer and corporate communications-related initiatives as well as employee communications. It is responsible for increasing the organization's visibility, building consumer trust and sharing information to support consumer protection.

Title	Summer Student
Job ID	SUM2020 – 08
Position	1 Summer Student
Closing date	March 23, 2020

POSITION OVERVIEW

- Write engaging content for internal and external audiences across a range of tactics including newsletters, website, social platforms, etc.
- Support logistical and strategic planning for consumer outreach
- Attend and represent the OEB at public events, (travel within Ontario required)
- Support the creation of briefing notes and presentations
- Project manage, design and develop promotions for corporate reports, internal communications and events
- Evolve and support the social media strategy
- Support Media Relations activities
- Support evaluation/analytics reporting

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Pursuing formal studies in marketing, graphic design, communications or public relations
- An interest in public policy, the utility industry and government
- Superior 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

OUR CULTURE

If you enjoy working with a group of staff dedicated to working cooperatively with stakeholders to help build and sustain public confidence in Ontario's natural gas and electricity sectors, you'll enjoy being a member of our team. We offer an environment that provides intellectually challenging work, inspires innovation, creativity and rewards collaboration

TO APPLY

*If you would like to explore this exciting opportunity, please e-mail your resume, in confidence, by the closing date to careers@oeb.ca. When applying, please quote **Job ID and the Position Title** in the subject line of your e-mail.*

As Ontario's independent energy regulator, the OEB is proud to be an Equal Opportunity Employer and 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 Disabilities Act (AODA). Should you require any assistance please let us know.

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

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

Duration: May 4, 2020 – August 28, 2020

Hourly Rate: \$19.94