



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Intern, Communications	
Position Number	Community	Division/Region
11-15088	Yellowknife	Corporate Communications

PURPOSE OF THE POSITION

The Intern, Communications is responsible for the support of timely, accurate and consistent communications products across the Government of the Northwest Territories (program staff, communications community, departmental senior management committees, Deputy Minister committees) and in accordance with the GNWT Communications Policy and supporting directives, guidelines and processes. The position is responsible for providing support across the Creative Services business lines, monitoring and compliance, ensuring that GNWT communications collateral materials are consistent and effective, and follow the Visual Identity Program (VIP).

SCOPE

Located in Yellowknife, the Intern, Communications reports directly to the Strategic Lead of Communications Operations. The position supports the Strategic Lead by providing support to corporate communications business lines such as: communications planning, evaluation, publishing, advertising, employee communications, social media and brand management as per the Visual Identity Program.

The duties of the position are carried out in accordance with the GNWT Communications Policy and its supporting Communications Directives, Guidelines and Business Processes, the GNWT Visual Identity Program, *Official Languages Act*, and Strategic Plan on French Language Communications and Services.

RESPONSIBILITIES

- 1. Provision of communications support to departmental communicators and senior management across the GNWT, as well as to external contractors on the suite of GNWT corporate communications service business lines.**

- Provides implementation support across the GNWT on the GNWT Communications Planning Evaluation, Public Environment Monitoring, Publishing, Advertising, Employee Communications and Social Media Directives, and their associated guidelines.
- Participates in communications working group and provides support to the Chair of this committee.
- Assists with monitoring and compliance of the GNWT Visual Identity Program.
- Co-manages the Bear Net employee intranet and employee engagement tools.

2. Provision of creative/project management assistance for the communications community.

- Working with internal resources and external design firms, assist with the project management of the GNWT signage guidelines.
- Ensures that all products are delivered on time, within scope, and within budget.
- Develops detailed project plans to track progress.
- Develops project scopes and objectives, involving all relevant stakeholders and ensures resource availability and allocation.
- Measures project performance using appropriate tools from Corporate Communications' Evaluation Framework.
- Works with Procurement Services to develop Standing Offer Agreements and Service Supply Arrangements with external design, advertising and printing firms, and issues
- Requests for proposals, quotes and tenders, and awards contracts for communications consulting work as required.

3. Provides support on creative services to the Communications Planning Unit.

- Maintains a strong working relationship with the Communications Planning Unit, including regular discussion of departmental planning tools.
- Assists with GNWT Communications Portal management and reporting.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

There is considerable need for attention to detail when designing or advising on designed materials, leading campaign concept development, editing, and proof reading.

Mental Demands

The incumbent is required to provide support to a great number of people with senior level authority who frequently have conflicting interests, perspectives and demands. The

incumbent deals with changing priorities on a daily basis, and must consistently meet a set deadline. The incumbent must also be sensitive to political situations and cultural sensitivities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of social media and website platforms.
- Knowledge of the GNWT's Visual Identity Program.
- Knowledge of the communications planning process.
- Possesses design skills.
- Strong project management skills.
- Solid interpersonal skills.
- Solid oral and written communications skills.
- Ability to work with the latest design software including the Adobe Creative Cloud Suite.
- Ability to work both in a team environment and independently.
- Ability to find innovative ways to resolve problems and find solutions.
- Ability to network and build relationships with staff across GNWT departments

Typically, the above qualifications would be attained by:

A degree in Communications, Digital or Graphic Design

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred