

Job Ad – Summer Student, Communications Assistant



Columbia Basin Trust is seeking a Summer Student to join our Communications team from May through August 2025 in one of our four offices: Castlegar, Cranbrook, Golden or Nakusp. If you are self-motivated, results-oriented and have strong communication skills, we want to hear from you!

The rate of pay for this position is \$25.00 per hour.

Reporting to the Manager, Communications you will:

- Assist with the development and implementation of communications and marketing plans.
- Draft stories, web and ad copy, social media content, presentations and more for internal and external purposes.
- Research and analyze information on various topics related to communications.
- Collaborate in the design and development of graphics for web, social and advertising.
- Support web, digital and social media projects and campaigns.
- Provide administrative and office support services.

We are looking for a student who is passionate about pursuing a career in communications and marketing. The ideal candidate should be familiar with the Columbia Basin area and comfortable working in a digital environment.

Key skills required include strong verbal and written communication abilities, as well as the capacity to effectively research and analyze information on a variety of topics. Candidates must be post-secondary students, preferably enrolled in communications, marketing, public relations, journalism, or business, and returning to school in the next academic year.

How to apply:

If you have what it takes to fill this exciting opportunity, submit a cover letter and resume on our website at <https://ourtrust.org/careers> by March 7, 2025. The Trust respects and values the rich and diverse cultures in the Columbia Basin. We welcome and encourage those with different backgrounds and experiences to apply.

Who are we?

Our staff team is made up of highly motivated, innovative and passionate individuals who thrive in a dynamic environment and want to contribute to Basin communities. Working alongside the people of the Basin, the Trust is committed to strengthening where we live, now and for future generations.

The Trust gratefully operates in the unceded, traditional territories of the Ktunaxa, Lheidli T'enneh, Secwépemc, Sinixt and Syilx Nations. This region is also home to six Metis Nation BC Chartered Communities. We have offices in four communities in the Basin: Castlegar, Nakusp, Cranbrook and Golden. These communities offer year-round outdoor recreation, a vibrant arts and culture scene, and much more.

SUMMER STUDENT, COMMUNICATIONS ASSISTANT

SUMMARY

The Communications Assistant supports the development and execution of written materials, marketing campaigns and content creation while also providing administrative support in the Communications Department. This is a full-time, temporary position reporting to the Manager, Communications from May through August 2025 in one of the four offices: Castlegar, Cranbrook, Golden or Nakusp.

KEY ACCOUNTABILITIES

- 1. Assists with the development of communications and marketing materials.**
 - Drafts and proofreads internal and external communications materials such as social media content, web and ad copy, eblasts, video scripts, media releases, presentations, intranet posts and more.
 - Assists with designing and developing graphics for web, social, presentation or advertising.
 - Assists with story writing; carries out interviews and arranges photography.
 - Liaises with external vendors as required.
- 2. Assists with marketing, communications projects, campaigns and research.**
 - Assists with implementing communications and marketing plans.
 - Updates and maintains distribution lists for various campaigns.
 - Assists with monitoring and evaluation activities such as compiling statistics and data.
 - Researches and analyzes information relating to communications.
 - Identifies and communicates ideas, opportunities and issues related to communications and marketing approaches.
- 3. Assists with web, digital and social media strategies.**
 - Updates the Trust's websites with text, graphics, photography.
 - Drafts social media posts.
 - Assists with scheduling content and publishing on social media channels.
 - Assists with engaging on social media.
 - Compiles statistics and data from social media, websites and email campaigns.
- 4. Provides administrative and office support services.**
 - Provides reception coverage during lunch hours and holidays.
 - Assists with the coordination of meetings.
 - Provides administrative and office support services as required.
 - Assists with the coordination of corporate events and activities as required.
- 5. Performs other related duties as required.**

QUALIFICATIONS

Training and Experience

- University or College student with a minimum of one year of university or college in communications, marketing, public relations, journalism, business or other communications-related field.
- Previous office experience is an asset.

Knowledge, Skills and Abilities

- Knowledge of the Columbia Basin region is an asset.
- Knowledge of WordPress or working with websites is an asset.
- Knowledge of digital and social media activities is an asset.
- Knowledge of Adobe Creative Suite (Photoshop, Illustrator and inDesign) and/or Canva is an asset.
- Knowledge of Prezi or working with presentation software is an asset.
- Strong verbal, written, graphic and web-based communications skills.
- Proficient with MS Office and Outlook.
- Ability to conduct research and analysis and consolidate information into a simple, direct, and readable style.
- Ability to maintain a high degree of confidentiality.
- Ability to work collaboratively with others to achieve results.
- Ability to be flexible in a changing environment.
- Ability to set priorities, meet deadlines and be results-oriented.