

Internship Opportunity

(approximately one year)

Position: Intern – Corporate Communications
Job Posting: 080-093-2025
Department: Corporate Services
Division: Communications
Status: Temporary Full Time

Wage Range: \$43,942 annually
Job Class: base
Shifts: 35 hours/week
Posted: October 10, 2025
Closes: October 20, 2025, 4:30pm

Purpose:

- To strengthen the City of Sault Ste. Marie's communication capacity by supporting public engagement efforts while providing the intern with practical skills, mentorship, and career development opportunities that contribute to a stronger local workforce.
- To support staff in maintaining messaging across channels (website, social media, newsletters, and News Releases).
- The Intern Corporate Communications supports the communications team in delivering accessible, timely, clear, and appealing communications internally and externally.

Primary Duties and Accountabilities include, but are not limited to:

- Develop internal communications strategies, working directly with departments to help maintain and strengthen messages to the public
- Assist in the development and delivery of internal and external communications strategies, tools, and materials that support the goals and objectives of the corporate strategic plan
- Draft and publish internal messages for employee notifications, initiatives, and corporate information
- Produce video reels, photos, social media content, and creative media that include staff highlights and updates from staff
- Assist with event planning and press conferences
- Ensure the City's branding and visual identity adheres to standards
- Maintain a thorough working knowledge of the City's Health & Safety policies and procedures
- Available evenings and weekends as required
- Perform all other related duties as required

Qualifications:

- Post-secondary degree or diploma, in a related field; e.g. Communications, Public Relations, Marketing, Graphic Design, Web Design, etc.
- Computer literacy in Microsoft including experience in Excel, Word and Outlook
- Proficient in web development, graphic design, multimedia creation and social media platforms:
 - Content Management Systems, HTML, word press, etc.
 - Photoshop, Illustrator, Adobe Premier, etc.
 - Facebook, Twitter, YouTube, LinkedIn, Instagram, Google Analytics, dashboards, etc.
 - Knowledge of AR & QR coding
- Working knowledge of website content management, graphic design, and publishing software.
- Verbal, writing and editing skills; including creative writing for web and digital media.
- Work both independently and as a team member.
- Bilingualism (French/English), is an asset.

NOHFC eligibility:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 080-093-2025 Intern – Corporate Communications

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>