

Position: Communications Student

Location: Work from home, within Nova Scotia

PVSC is an award winning, independent organization and our clients depend on us to make sound decisions that fund important local services and build communities. We strive to never stop learning and are passionate about improving ourselves and our products and services, every day. We are focused on achieving results and getting the job done right the first time. Our responsibility to employee success and wellness goes beyond traditional benefits to reflect an evolving workplace, and the priorities of a diverse workforce.

Why you will love working here:

- A culture that embraces work life balance and understands there is life outside of work
- Exposure to a variety of communication activities, corporate initiatives, and meetings to support the application of theoretical knowledge and skills to practice
- Accessible and supportive practitioners and mentors, across the organization

To learn more about what to expect working at PVSC, click the link:

<http://www.pvsc.ca/en/home/aboutpvsc/careers/default.aspx>

The Role:

Reporting to PVSC's Senior Communications Advisor, the Communications Student conducts research and analysis to make recommendations regarding communications, promotions, and corporate branding. This involves drawing on skills and abilities to search out information, analyze options, prepare reports, and make presentations.

How you will contribute:

- Provides research and planning support to assist in social media strategies.
- Offers support to PVSC's internal intranet project such as reviewing and updating content.
- Assists in the promotion and outreach of PVSC services, such as creating presentations, newsletters, ads and other graphics, posters, and brochures.
- Drafts letters, press releases, correspondence, presentations, and other external messaging as required.
- Liaises with various stakeholder groups to gather and share practices.
- Performs other related duties as required.

What you bring:

- Excellent organizational skills with an ability to deal with many demands concurrently, establish priorities, and work independently and as part of a team.
- A positive attitude with an eagerness to learn.
- Keen attention to detail ensuring work is accurate and completed in a timely manner.
- Ability to build meaningful relationships.
- Excellent interpersonal skills.

- Strong verbal and written communication skills.
- Demonstrated ability to maintain confidentiality.
- Ability to embrace a fast-paced environment and see all tasks through to completion.
- Strong technical skills with Microsoft Office programs.

What we are looking for:

- A student currently enrolled in a cooperative education program at a Nova Scotia university or college.

Special Requirements

- Must be fully vaccinated against COVID-19 through a Health Canada approved vaccine regimen.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.