

Summer Associate, Communications and Corporate Development

Competition code	07
Location	Toronto downtown
Application deadline	March 22, 2010

Infrastructure Ontario (IO) is a vibrant organization playing a leading role in one of the most robust infrastructure development programs in the country. With a portfolio of over 40 projects exceeding \$15 billion in capital construction, we aspire to be a world leader in infrastructure delivery. We are also dedicated to providing Ontario municipalities, universities and other select public-sector entities with access to affordable loans to build and renew local public infrastructure. We believe in the potential of the public and private sector working together.

Working at Infrastructure Ontario offers you the opportunity to contribute to the well being of the people of Ontario, develop your career and learn from some of the most qualified individuals in the industry.

To learn more about Infrastructure Ontario and the work we do, visit www.infrastructureontario.ca

Description:

The Communications and Corporate Relations team directs Infrastructure Ontario's strategic communications, stakeholder and media relations, and issues management. The associate responsibilities include:

- Create a database of financial and infrastructure publications and local communities' newspapers
- Track and distribute media clips related to Infrastructure Ontario projects
- Assist with media analysis including checking accuracy of key messages and analysing media focus and themes, and misconceptions/concerns
- Assist with planning and coordination of special events and assist with writing communications material for special events
- Prepare related communications products
- Assist with managing and organizing web content

Requirements:

This position is suitable for a 2nd or 3rd year student who is working towards a bachelor degree in a public relations, communications or journalism, or related field. We are looking for:

- Excellent communication and interpersonal skills with the ability to present information in a clear and concise manner
- Strong analytical skills and proven ability to analyse and synthesize information
- Strong computer skills and experience working with relevant software including: Word, Excel, Powerpoint, Illustrator and web editing software such as Dreamweaver

Application process

Interested applicants should forward their resumes to summer.jobs@infrastructureontario.ca with reference to the competition code in the subject line by **March 22, 2010**.

We thank all candidates for their response but only those to be considered for an interview will be contacted. Please note all interviews will take place in Toronto.