



## Development Intern – Summer Student Position

The Municipality of South Bruce has an opening for a Development Intern with the South Bruce Nuclear Exploration Project Team. This summer position will commence the beginning of May 2023 until the end of August 2023. This position reports to the Project Manager, and is located at the Municipal Office, 21 Gordon Street E. Teeswater, ON

Under the direction of the Project Manager, and supervision of Project Team Members, the Development Intern will perform a variety of tasks to support the ongoing participation of the Municipality of South Bruce in the site selection process for the NWMO's Project to store Canada's used nuclear fuel. The development intern will have the opportunity to provide input, and give support to the Project Team in a variety of administrative, creative, communications, public relations, engagement, planning and research related tasks.

### **Full Job Description listed below.**

To apply for any of the above noted positions, please submit your resume and qualifications by **4:00 p.m. Tuesday, January 31<sup>st</sup>, 2023** to:

Municipality of South Bruce  
21 Gordon St E,  
P.O. Box 540,  
Teeswater ON N0G 2S0

Attention: Rhonda Niesen, HR Assistant

Fax: 519-392-6266

e-mail: [rniesen@southbruce.ca](mailto:rniesen@southbruce.ca)

*We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.*



## **POSITION DESCRIPTION**

### **South Bruce Nuclear Exploration Project – Development Intern**

<b>POSITION TITLE:</b>	<b>Development Intern</b>	<b>PAY RANGE: \$17.73-21.33/hr</b>
<b>DEPARTMENT:</b>	<b>Administration</b>	<b>HOURS: 35/week</b>
<b>GROUP:</b>	<b>South Bruce Nuclear Exploration Project Team</b>	
<b>SUPERVISOR:</b>	<b>Reporting to Dave Rushton, Project Manager</b>	

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#### **JOB DESCRIPTION:**

The Municipality of South Bruce has an opening for a Development Intern with the South Bruce Nuclear Exploration Project Team. This four month summer position will commence the beginning of May and will conclude at the end of August. This position reports to the Project Manager, and is located at the Municipal Office, 21 Gordon Street E. Teeswater, ON

#### **POSITION SUMMARY:**

Under the direction of the Project Manager, and supervision of Project Team Members, the Development Intern will perform a variety of tasks to support the ongoing participation of the Municipality of South Bruce in the site selection process for the NWMO's Project to store Canada's used nuclear fuel. The Development Intern will have the opportunity to provide input and give support to the Project Team in a variety of administrative, creative, communications, public relations, engagement, planning and research related tasks.

#### **GENERAL DUTIES/RESPONSIBILITIES:**

- Draft, edit, and distribute content, including flyers, social media posts, website content, and other marketing material that communicates the organization's activities and/or services.
- Provide proof reading and quality control checks on written content, websites, reports and other outputs from the Project Team.
- Maintain records of media coverage and collate weekly.
- Input and organize information into data management system accurately and in detail.
- Represent the Municipality of South Bruce and Project Team at community events and engagement activities with courteous and professional conduct.
- Undertake various administrative tasks to support the Project Team on a regular basis and in preparation for community engagement and outreach, including for the Community Liaison Committee.

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- Assist in the planning and execution of monthly #NextGenNetwork activities, and other Youth Engagement Strategy initiatives
  - Participate in training activities to enhance learning and professional development in relation to the Project.
  - Support the planning of community engagement activities related to the studies. This can include open houses, and related communications pieces to support these activities.
  - Complete other tasks to support Project Team and Municipal Staff as required.

**KNOWLEDGE AND SKILL:**

- Knowledge of the NWMO Project for storage of Canada’s used nuclear fuel considered an asset.
- Exceptional written and oral skills
- Experience interacting with the public, meeting public needs.
- Must have sound working knowledge of computers particularly with Microsoft Office, email, Internet, graphic design and web page software
- Superior organizational and time management skills
- Ability to work independently and as part of a team
- Ability to deal with sensitive, confidential and/or potentially controversial subject matter in a tactful way.
- Understanding of local socio-economic and geo-political landscape considered an asset.

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**QUALIFICATIONS:**

- Pursuing post-secondary education in Communications, Public Relations, Journalism, Marketing, Economic Development or equivalent
- Strong public relations, interpersonal and organizational skills
- Excellent written and verbal communication skills
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively
- Experience working in customer relations preferred
- Experience working with Canva, graphic design programs, etc.

**CONDITIONS OF EMPLOYMENT:**

- May be required to work outside and beyond the normal hours of work.
- Usual Office Hours: 8:30 a.m. to 4:30 p.m. with a one-hour lunch break. Work outside the standard hours is required from time to time to accommodate meetings. Hours are banked.
- Work is sometimes subject to significant stress due to tight, unyielding deadlines imposed by statutes, shifting priorities and demands of the public.
- Must deal tactfully with residents, Council members and suppliers.

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Prepared By: S. Travale  
Effective Date: 2021

Approved By: D. Rushton  
Supersedes Date: