



The ***Nuclear Waste Management Organization*** is responsible for the safe, long-term management of used nuclear fuel in Canada. The approach it is implementing, known as Adaptive Phased Management (APM), involves developing a centralized underground repository, supported by a robust social and technical research program in collaboration with Canadian universities, consultants and international waste management organizations.

Join our growing team of scientists, engineers and other professionals to work collaboratively with Canadians in implementing our management approach in a manner that safeguards people and respects the environment, now and in the future.

### **DEVELOPMENTAL COMMUNICATIONS STUDENT (CO-OP)** (One position available)

We are currently seeking an enthusiastic Developmental Communications Student for the winter 2019 term (4 months). The successful candidate's primary responsibility will be to assist with the establishment of metric reporting, organize communication inventories and support print production activity.

The Content and Events team operate in a fast paced, creative environment and interact with teams across the business. The role is based in our Toronto headquarters at Yonge and St. Clair.

#### **RESPONSIBILITIES:**

- Participate in the development of communication reporting. Assist with defining visibility metrics and activity tracking for on-going project management and reporting.
- Organize and manage communication materials inventory.
- Assist with materials and distribution for events.
- Support the production of a wide range of printed and digital communications material in support of the team. This may include content development (writing, editing, proofreading and translation) to design, print production, mailings and the management of approvals.
- Provide day to day support to the print production, translation and project management functions of the content and events team.
- Support the management of regional print and ad requests.
- We operate a full-service communications team within the NWMO, and to the extent time allows beyond the duties described above, the co-op student may be assigned to support other communications activities.

#### **STUDENT QUALIFICATIONS:**

- An active registered student in a post-secondary communications oriented program.

- A quick learner that can work independently and as part of a team.
- Highly organized.
- Familiar with the principles of good communications planning.
- Excellent interpersonal and communication skills – written and verbal.
- Excellent computer skills – Excel and Power Point.
- Proficient French language skills (written and oral) an asset.

**EMPLOYMENT PERIOD:**

4 months – Winter Term; January 2, 2019 – April 30, 2019

**ELIGIBILITY:**

Students must be returning full-time to their program at their university/college following the completion of their work term or be full-time students requiring the work term or co-op placement to graduate.

The NWMO supports the principles and practices of diversity and is committed to providing a respectful, accessible, and inclusive environment for all persons with disabilities in a way that is respectful of the dignity and independence of people with disabilities and in a manner which takes into account the person's disability and embodies the principles of integration and equal opportunity. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please [Contact Us](#).

Please submit your application via e-mail quoting **Developmental Communications Student Opportunity**, to: [Employment@nwmo.ca](mailto:Employment@nwmo.ca) by September 30, 2018.