



The North West Company is a leading retailer of food and everyday products and services to rural communities and urban neighbourhoods in Canada, Alaska, the South Pacific and the Caribbean.

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## **ENTERPRISING OPPORTUNITY**

### **CORPORATE COMMUNICATIONS COORDINATOR INTERN**

- Regular Full Time – May-August 2022
- Winnipeg Corporate Head Office

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### **OPPORTUNITY**

Our diverse Corporate Development Office is currently seeking a co-op student to join our team as a Corporate Communications Coordinator Intern. This co-op opportunity will give you valuable, real-world experience that will provide a competitive edge as you begin your career in Business Management, Marketing or Commerce. This opportunity will allow you to gain valuable experience in many functions of corporate communications, while becoming familiar with our organization, policies, processes and innovative corporate culture.

### **ACCOUNTABILITIES**

Under the mentorship of the Community Support and Communications Specialist the Intern will be accountable to assist in analysis, planning and implementation of corporate responsibility and community relations initiatives. Responsibilities currently include data collection for Diversity, Equity & Inclusion initiatives, maintaining the community relationship database and assisting with the execution of our communication strategy and corporate communications.

### **QUALIFICATIONS**

The successful candidate is detail oriented, and has the ability to manage work efficiently and effectively, with proven organizational, planning and prioritizing skills. Excellent written and verbal communication skills, complemented by strong interpersonal skills with the ability to interact with all levels of internal and external customers in a professional manner are required. A demonstrated proficiency in Microsoft Office applications, specifically Excel, is also required.

***The North West Company offers a supportive, open work environment with the opportunity for personal growth and development.***

If you would like to find out more information about our company please visit our website:  
[www.northwest.ca](http://www.northwest.ca)

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

The North West Company is an Equal Opportunity Employer. We will continue to ensure our work force represents the communities that we serve. We encourage qualified aboriginal persons, persons with disabilities, visible minorities, and women to apply for positions

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