

## Communications Student

The Sydney Tar Ponds Agency seeks the services of a summer employee to organize, promote, and, to assist in the other community relations activities.

This is a challenging assignment. The job requires a willingness to study and understand technical information; translate that information into everyday language; an outgoing, friendly personality; and outstanding presentation and performance skills.

### Education and Experience:

We require a university or community college student in public relations, journalism, engineering, communications, drama, community studies, environmental technology, or a related field.

Knowledge of the history of the Tar Ponds and Coke Ovens sites, and of the efforts to clean them up, and of the current cleanup plan, will all be assets.

Knowledge of the history and culture of Cape Breton Island will be an asset.

### Qualifications:

- Excellent communications skills, both written and oral, including the ability to speak persuasively and effectively using plain language.
- Excellent performance and public presentation skills.
- Good computer and Internet skills.
- Good research skills.
- A cheerful, outgoing, friendly personality.
- An eagerness to learn about technical and scientific issues, and an ability to translate this knowledge into everyday lay terms.
- Self-motivation and an ability to work effectively with minimal supervision.
- Good organizational skills.
- An ability to remain calm and poised in the face of persistent or argumentative questioning.
- Willingness to work flexible hours and carry out a variety of duties.
- Working knowledge of Microsoftworks and Wordperfect.
- Experience in web page design and presentation software.
- Satisfactory completion of the medical surveillance requirements set forth in the project's health and safety plan.

### Responsibilities:

Under supervision of the Communications Officer, the Public Relations Student duties would include but are not limited to:

- Weekly meeting with the Communications Officer to review and evaluate previous week's program and plan for the upcoming week.
- In the first weeks on the job, gaining a detailed understanding of the Tar Ponds and Coke Ovens sites, their history, previous attempts to clean them up, preliminary cleanup work already completed, and the current cleanup plan, including the environmental and health precautions embodied in that plan.
- Assist the Communication Officer to ensure effective, outcomes driven by internal and external communications;
- Assist the Communications Officer in interfacing between the Agency and the Federal and Provincial governments on communication matters;
- Assist the Communications Officer in keeping website information accurate and up to date;
- Support the tour guide student in organizing tours;
- Assist in the recording and maintaining of written records for tour attendance.
- Assisting with the design and distribution of publicity material, including news releases, posters, newsletters and brochures for tours;
- Assisting with other aspects of the agency's communications and community relations programs as required by the Communications Officer.
- Taking photographs of the cleanup site, cleanup tours, and cleanup construction activity.

Please email your resume to

[jobs@tarpondscleanup.ca](mailto:jobs@tarpondscleanup.ca)