



Athabasca Basin Development - Marketing summer student (Saskatoon)

- 1 position available
- 16-week term starting May 1, 2024 (depending on school schedule)
- Must be enrolled in university or business certificate program.
- Must have excellent communication skills.
- Experience using MS Office (word, excel, outlook) or similar program.
- Must have driver's licence. Some travel may be required.

Reporting to the Director of Marketing & Communications with Athabasca Basin Development, the Summer Student will assist with the following:

- Attend events and/or site visits to take photos and videos for social media and other promotional materials.
- Assist with developing a corporate videos and social media content.
- Prepare, write, and disseminate a company newsletter.
- Enter archived newsletter stories into new website.
- Review requests for sponsorship and provide feedback.
- Attend AEEDC (Athabasca Education and Economic Development Committee) meetings and provide feedback from the youth/student perspective. Take minutes where required.
- Review the company's annual marketing/communications plan and provide feedback.
- Review content of websites and update as needed.
- Help develop and organize events, such as an annual golf tournament or the Athabasca Fly-In Career Fair
- Organize a summer student gathering.
- Work with PAGC and summer students to complete required paperwork.
- Assist with new website projects.
- Other duties as assigned.

