



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Intern, Communications	
Position Number	Community	Division/Region
21-15741	Yellowknife	Corporate Affairs/HQ

PURPOSE OF THE POSITION

The Intern, Communications provides support to the Department's public affairs and communications functions. This includes assistance in the development and delivery of communications plans, media relations, website and social media updates, and official languages services. The position offers an opportunity to develop foundational skills and gain experience in public sector communications while contributing to the delivery of clear, accessible, and strategic information to the public.

SCOPE

The Intern, Communications reports to the Manager, Public Affairs and Communications, and works closely with colleagues across the Department of Municipal and Community Affairs (MACA). MACA supports community governments in providing essential services that foster safe, sustainable communities and promotes community wellness and local governance. The Intern contributes to a range of communications projects that enhance public engagement and understanding of the Department's programs, initiatives, and priorities.

While responsibilities are focused on supporting day-to-day tasks, the role also provides exposure to high-profile files and strategic communications processes. The Intern may collaborate with external contractors, translation providers, or communications teams across the GNWT. The position helps deliver timely, accurate, and audience-appropriate communications in multiple formats and languages.

RESPONSIBILITIES

1. Support departmental communications planning and implementation.

- Assist in the development and delivery of communications plans and materials that align with GNWT and departmental standards.



- Conduct background research and gather information to inform communications plans, messages, and products.
- Draft and review public information and promotional content for clarity, consistency, and accuracy.
- Support communications efforts related to emerging issues, departmental initiatives, and legislative or policy changes.
- Contribute to strategic communications advice and activity reports.
- Help coordinate speeches, statements, and speaking notes for senior leadership.
- Monitor and summarize issues and public discussion relevant to departmental priorities.
- Ensure that all public communications follow GNWT standards – including web, social media, and the GNWT Visual Identity Policy.

2. Contribute to Media and Public Relations.

- Draft and edit media materials and support the coordination of news releases and events.
- Assist with responses to public and media inquiries, ensuring alignment with communications objectives.
- Monitor public and media sentiment to inform communications planning.
- Track media coverage and emerging issues and help prepare summaries for senior staff.
- Collaborate with other GNWT departments and communications teams as needed.

3. Assist with Website and Social Media Maintenance.

- Support updates and maintenance of the department's web and social media content.
- Research and write digital content using web-friendly communication standards.
- Help ensure that digital materials meet GNWT design, accessibility, and language standards.
- Monitor online engagement and assist in reporting on web and social media analytics.
- Provide layout and visual support for web-based communications.

4. Support the implementation of Official Languages Services for the Department.

- Assist in coordinating French-language content and ensuring compliance with the Official Languages Act.
- Participate in official languages working groups and activities.
- Maintain inventories of translated materials and liaise with French-speaking staff and clients.
- Support orientation and training efforts related to GNWT French-language communications standards.
- Assist in drafting content and preparing submissions for official language reporting.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the communications planning process and best practices.
- Knowledge of the Official Languages Act, French and Indigenous languages standards, and the GNWT's Visual Identity Program.
- Knowledge of social media and website platforms.
- Knowledge of the political and social environment in which department programs and services are delivered.
- Knowledge of internet-related technologies, web development programs, desktop publishing (including graphics), and communication programs.
- Oral and written communication skills, as well as the ability to adapt communication styles to accommodate different needs.
- Ability to adapt to shifting priorities and work independently or as part of a team.
- Awareness of northern political, social, and cultural environments.
- Interest in public service communications and willingness to learn from senior professionals.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of but not limited to an undergraduate degree in communications.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred