



# Employment Opportunity

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**Position:** Communications and Marketing Intern

**Location:** Rainy Lake Campus

**Start Date:** May 2026

**Deadline:** May 25, 2026

**Duration:** Full-time, Fixed-term anticipated until August 21, 2026

**Wage:** \$25.00/ hour

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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Mail:**

Attn: Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

Please direct any questions regarding this opportunity to Christine Woosley, Director of IT and Media Relations, at [christineb@7generations.org](mailto:christineb@7generations.org)

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

**Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.**



# Communications and Marketing Intern

## Job Description

### General description

The Communications and Marketing Intern will support the development and implementation of Seven Generations Education Institute's media-based communications strategies while gaining hands-on experience in a professional setting. The Communications and Marketing Intern is responsible for supporting the organization's reputation by assisting with strategies for brand-building, promotion, and internal and external communications. This internship is ideal for candidates seeking to develop practical skills in photography, videography, social media, writing, and digital asset management within a collaborative communications and marketing team.

### Qualifications and skills

1. Ontario Secondary School Diploma
2. Enrolled in a post-secondary program in related field
3. Knowledge of Treaty #3 Area and its communities
4. Must be organized with teamwork skills.
5. Knowledge of WordPress, Microsoft software, Adobe software (Photoshop, Lightroom, InDesign, Premiere, Acrobat, etc.), Final Cut Pro, Canva, MailChimp, and other public relations tools is preferred.
6. Photography, video, and video-editing skills are an asset.
7. Excellent written, verbal, and interpersonal skills, and editorial abilities.
8. Ability to multitask and organization skills.
9. Have positive and professional relationships with internal and external stakeholders and work effectively with all employees.

**Supervisor:** Director of IT and Media Relations

### Job duties/responsibilities

1. Assist with posting on SGEI social media accounts.
2. Support pitching media stories to relevant news outlets. Arrange and assist interviews.
3. Support external communications while adhering to brand standards (messaging, narrative, and visuals).
4. Assist with preparing and designing materials on behalf of the organization including, but not limited to annual reports, newsletters, and program marketing and recruitment materials.
5. Support and provide regular social media research and analyses to ensure that content engages target audiences and aligns with brand standards.
6. Assist with informing staff of interdepartmental upcoming events and initiatives through various internal communications.
7. Work with Marketing and IT staff to update web content as needed.



8. Assist with developing videos to promote SGEI Programs.
9. Assist with photographing events at all SGEI campuses as required.
10. Capturing event photography and editing/uploading photos to support social media and marketing campaigns
11. Filming and editing B-roll footage
12. Completing minor video editing including color correction, clip labeling, and exporting for multimedia projects
13. Assisting with video production tasks
14. Organizing and maintaining photography files for easy access and archival purposes
15. Pitching and coordinating engaging social media content, including user-generated contributions
16. Supporting blog writing and blog idea generation
17. Managing inventory by uploading receipts, performing equipment maintenance, and ensuring all resources are accounted for
18. Assisting with video and photography for Makerspace summer camps and other special projects as needed
19. Supporting media conversion and digitization efforts to preserve and share organizational assets
20. Adhere to the policies and procedures of SGEI.

## Relationships

### Internal

1. Works positively and professionally with staff and students
2. Assists with providing reports to the Director of IT

### External

1. Work professionally and positively with organizations, agencies, communities, and partner institutions

## Working conditions

- Typically works indoors in semiprivate office space. Exposed to moderate levels of noise on a frequent basis.
- May be exposed to behaviourally difficult clients or members of the public on rare occasions.
- May be exposed to inclement weather on occasion. Required to travel in all weather conditions on an occasional basis.
- May be required to work overtime, evenings and weekends on an occasional basis, as directed.
- Ability to attend and facilitate presentations when required
- Work involves fine movements where speed is a moderate consideration.
- Work requires a high degree of concentration for moderate periods on a daily basis.
- Work requires prolonged visual exposure to computer screens.
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## Conditions of Employment



- Must provide a satisfactory criminal background sector check as the incumbent will interact with staff and students of all ages on a one-on-one basis from time to time.
- Must maintain a valid Class 'G' Driver's license due to the requirement to travel to other campus and office locations.