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CDIC Internships 2023 / 2025 New Application

Description

CDIC is seeking a dynamic and motivated Communications Intern to join our team. This internship offers an excellent opportunity for individuals interested in gaining hands-on experience in corporate communications and public relations within a vital financial institution. As a Communications Intern, you will have the chance to work on various projects, develop your skills, and contribute to CDIC's mission of maintaining financial stability.

Responsibilities

- Assist the Communications team in developing and implementing communication strategies and plans.
- Draft, edit, and proofread a variety of communication materials, including press releases, web content, and social media posts.
- Support the organization of events, including media briefings, webinars, and stakeholder meetings.
- Monitor and analyze media coverage and industry trends, providing insights and recommendations.
- Collaborate with cross-functional teams to ensure consistent and effective communication strategies.
- Assist in managing CDIC's digital presence and social media channels.
- Participate in the development of communication reports and presentations.

Qualifications

- Current enrollment in a bachelor's or master's degree program in communications, public relations, journalism, or a related field.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite.
- Familiarity with social media platforms and digital communication tools.
- Ability to work effectively in a team and independently.
- Highly organized, detail-oriented, and able to manage multiple tasks simultaneously.
- Enthusiasm for learning and adapting to a dynamic and fast-paced work environment.

Job Benefits

- Hands-on experience in a professional communications setting.
- Exposure to the financial industry and the role of deposit insurance in safeguarding the Canadian financial system.
- Networking opportunities within CDIC and the broader financial industry.
- A supportive and collaborative work environment.
- Opportunities for skill development and mentorship.
- Competitive stipend for the duration of the internship.

Contacts

Hiring organization

Canada Deposit Insurance Corporation

Employment Type

Intern

Duration of employment

3 Months

Industry

Financial Services

Job Location

Ottawa, Ontario, Canada, K1A,
Ottawa, Ontario, Canada

Working Hours

09

Date posted

April 15, 2024

Valid through

02.11.2026

1. **Prepare Your Application Materials:**
 - Update your resume, ensuring it highlights your relevant education, skills, and any relevant experiences.
 - Write a cover letter expressing your interest in the internship and outlining how your skills and experiences make you a suitable candidate.
2. **Submit Your Application:**
 - Send an email to the designated application email address provided in the job description. Make sure to include your resume and cover letter as attachments.
3. **Subject Line:**
 - In the subject line of your email, include "CDIC Communications Intern Application".
4. **Body of the Email:**
 - Write a brief, professional email introducing yourself and expressing your interest in the internship position. Keep the email concise, as your resume and cover letter will provide more detailed information.
5. **Application Deadline:**
 - Be mindful of the application deadline mentioned in the job description. Ensure you submit your application before this date.
6. **Follow-Up:**
 - If you don't receive a confirmation email within a reasonable time frame, you may consider sending a polite follow-up email to ensure that your application was received.
7. **Prepare for an Interview:**
 - If you are selected for an interview, prepare by researching CDIC, understanding their mission and goals, and familiarizing yourself with the role of a Communications Intern.
8. **Attend the Interview:**
 - Arrive on time for any scheduled interviews, either in-person or via a video call. Dress appropriately and be prepared to discuss your qualifications and experiences.
9. **Send a Thank-You Note:**
 - After the interview, send a thank-you email expressing your gratitude for the opportunity to interview for the position.
10. **Wait for a Response:**
 - CDIC will review all applications and select candidates for interviews. If you are chosen for the internship, you will receive a formal offer letter.