



Tundra Oil & Gas is a Manitoba-based oil and gas exploration and production company and a wholly-owned subsidiary of Winnipeg-based James Richardson & Sons, Limited. Tundra's head office is in Winnipeg, with additional offices in Virden and Calgary. At Tundra, we believe that our people are the foundation of our success, and we are dedicated to growing our company in a sustainable and disciplined way. This philosophy has served us well since our inception in 1980. Today, Tundra is a team 300-strong, and a leader in the Manitoba and southeast Saskatchewan oil industry. We take pride in supporting the communities in which we operate and stewarding the resources we manage for today and for the future. We are committed to working together and to getting everyone home safe every day.

Tundra is seeking a **Corporate Communications Co-op Student** based out of our **Virden or Winnipeg, Manitoba** office for the summer of 2023 (May-August). The incumbent in this role will be eligible to participate in Tundra's hybrid work schedule.

Reporting to the Public Relations and Communications Specialist the **Corporate Communications Co-op Student** will be part of a cross-functional team, comprised of members from two primary departments, Human Resources and Office Services. This position will be responsible for providing communication supports across the business, in three provinces (MB, SK and AB) and four core offices. Working closely with the Public Relations and Communications Specialist, the Corporate Communications Student will provide internal communications support and external relations assistance as required.

Responsibilities include:

- Internal communications support:
 - Intranet posts including, but not limited to: Employee announcements, Employee profiles, etc.
 - Update corporate template
 - Business Development Team Matrix updates
 - Support special events planning and execution
 - Support development of Health & Safety communications materials
 - Update intranet with Richardson Foundation donation information

- External communications support:
 - Assist with Community Relations & Investment ad development and bookings
 - Assist with the development of communications plans for various external initiatives
 - Support design and publication of annual Corporate Sustainability Report
 - Gather, tabulate, and compare Environmental, Social, and Governance data
 - Support development of stakeholder communications materials as required
 - Other tasks as required

Candidates for this position will possess the following qualifications and competencies:

- Currently enrolled at a post-secondary institution in progress of obtaining a Bachelor of Business, Communications, Marketing, or related field is required.
- Must possess a valid Driver's License
- Proficiency and experience in the following is considered an asset:
 - MS Suite
 - Desktop publishing (Adobe InDesign, Acrobat Professional, Illustrator and Photoshop)
 - Web publishing software (WordPress)
- Excellent Interpersonal and customer service skills
- Strong written and verbal communication skills
- Demonstrated ability to show initiative
- Must be professional and reliable with excellent organizational skills
- Must be innovative in developing communications materials
- Ability to work independently as well as a part of a team
- Adhere to the safety accountabilities as per Tundra's Safety Policy.

Benefits of this opportunity:

- Take part in impactful business projects
- Network with experienced professionals
- Gain valuable exposure in the Oil and Gas industry
- Relevant experience in your field of study

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

If you are interested in joining our rapidly growing team, please visit the Employment section of our website at www.tundraoilandgas.com and apply on-line to submit your cover letter and resume by end of day **February 5th, 2023**. This position will remain open for applications until filled.

We wish to thank all candidates for their interest; however only those being considered for interviews will be contacted.

