



Summer Intern

Position summary

Moltex Energy is seeking a motivated and organized student to join its team as a **Summer Intern**. The successful candidate will assist with the planning and execution of various events and activities throughout the summer months, in addition to supporting with data entry and other administrative work.

This is a full-time, paid summer position with flexible hours. The successful candidate can work from home or at the Moltex Energy office in Saint John, NB, or some combination of the two. Students who are eager to gain valuable experience in a collaborative and professional working environment are encouraged to apply.

Responsibilities

Community engagement

- Attend and assist with various events, such as trade shows, conferences, powwows, and other Indigenous-related activities
- Assist with event setup and breakdown, including preparing materials and displays
- Greet attendees and provide information about the event or company
- Represent Moltex Energy in a professional and friendly manner
- Recommend branded promotional materials that Moltex should procure
- Support social media content creation (Twitter, LinkedIn)

Administrative support

- Assist Office Manager with office-related tasks
- Track media mentions in media log
- Assist BIM Coordinator with database entries
- Assist with material data collection and entry
- Organize supplier information related to supply chain
- Ensure reports have consistent formatting
- Suggest media and other supporting material to enhance reports
- Use guided software to generate 2D drawings from 3D models
- Conduct literature reviews

Skills, qualifications & experience

- Senior in high school or currently enrolled in a post-secondary program
- Driver's licence and access to a vehicle
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Ability to work well independently and as part of a team
- Ability to work flexible hours, including evenings and weekends as needed
- Knowledge of Moltex Energy and its products and services is an asset

Moltex is an equal opportunity employer. Moltex prides itself in having a team that promotes diversity, inclusion, leadership, mindfulness, high initiative, and passion.

Position: Summer Intern

Status: Temporary, full-time

Location: Remote or Saint John, NB

Reports to: Communications Officer

Apply: Please submit a resume and cover letter to aleishabosch@moltexenergy.com by

May 19, 2023 and indicate the job title in the subject line. Please include the name of your First Nation in your cover letter.