

# WaterPortal Intern

*The Alberta WaterPortal Society is a water-focused charity working closely with private, public, and other non-profit organizations, supported by industry and water experts. We collaborate with academics and professionals to support water focused research, projects, and innovation; providing an accessible, apolitical platform to share information via our website, the WaterPortal at <https://www.albertawater.com>.*

Reporting to the Program Manager, this role has exciting opportunities to gain a range of practical experiences in a water-focused charity.

## Responsibilities

- Research and prepare or edit high quality written and visual content for the WaterPortal including project and proposal related information on topics related to water.
- Edit existing web pages and help keep website content up to date.
- Participate in digital water news collation and distribution as well as postings on social media (Facebook, Twitter/X, LinkedIn).
- Research and write grant applications for relevant funding opportunities across Canada and the world.
- Participate effectively in meetings and contribute to the team through ideas, problem solving, and decision making skills.
- Other tasks as required.

## Skills and Experience

### *Must have:*

- Experience with writing and editing for a public audience.
- Strong experience with the Microsoft Office Suite; particularly Word, SharePoint and PowerPoint.

### *Nice to have:*

- Knowledge and experience using Twitter and Facebook.
- Experience using WordPress and Elementor.
- Experience in website-based graphic design and use of Adobe Illustrator.
- Knowledge of high-school curriculum delivery.

## About you

- You have a keen interest in Canadian and global water issues and challenges.
- You have superior written and verbal communication skills with an exceptional eye for detail and consistency when writing and editing or producing graphic content.
- You are a self-starter who is creative, interested in learning new things and having fun along the way.
- You can interpret and communicate potentially emotive and politically biased information objectively and diplomatically, based on audience requirements.
- You are organized, reliable, and able to meet deadlines.
- You enjoy multi-tasking and adapting to a changing environment – every day is different!

## About us

We are a small team distributed across Canada who work primarily remotely. We believe strongly in the importance of water to society and ecosystems and work to educate people to enable better decision making. Our home base is in Calgary and you will be expected to come into the Calgary office at least twice per week.

**Eligibility**

For funding reasons, this position is restricted to candidates aged between 15-30. Eligible candidates must be a post-secondary graduate. Applicants must hold Canadian citizenship, Canadian permanent residency status, or Canadian refugee status.

**Position duration**

The position term is 16 weeks. The WaterPortal has applied for grant funding to fill this position, and hiring will be conditional on obtaining funding approval.

**To apply**

Please provide a resume and a one-page cover letter addressed to the WaterPortal Team (info [at] waterportal.ca), sharing why you would like to work with us and outlining what experience and personal attributes you would bring to our team.