

## The Real Estate Foundation of BC

### *Internship – Co-op Education Posting 2010*

#### **Communications Assistant/Writer**

The Real Estate Foundation of British Columbia is a philanthropic organization which supports non-profit organizations, through grants and programs, to do good work related to sustainable and responsible land use across the province of BC. The Foundation is involved in a range of topics, issues, and sectors, such as urban design and community planning, environmental stewardship and conservation, affordable housing, and education for real estate and land use practitioners. One of the Foundation's goals is to increase its profile within the not-for-profit, real estate, and business communities – while providing access to, and awareness of, the research and other projects has funded.

Candidates should have a background in media, communications, marketing and/or journalism and be confident writers. They must be technically savvy and able to manage content for a newly developed website. This internship/co-op position will be 30 hours per week for 12 weeks and could be extended. It reports to the Manager of Communications.

The role of communications at the Foundation is becoming more significant. There is little precedent or framework for this role and it will require initiative and creativity to pull the various elements together. An overlying objective of the internship will be to assist in the development of a formal communications strategy. Additionally, the student should expect to:

- Read project reports and write brief summaries highlighting key findings. Develop these into stories for the website. Write media releases where appropriate.
- Conduct interviews with non-profit organizations detailing the outcomes of projects which were funded by the Foundation and then create written overviews or video clips for the website.
- Assist in the set up of a system for managing research and information to make it more accessible to the general public.
- Support the Manager of Communications on a number of outreach initiatives and a major fall event.
- Conduct market research and surveying to develop a framework for a Realtor Engagement Communications Program.

For more information on the Foundation, visit [www.refbc.com](http://www.refbc.com).

To qualify for this role, you must be enrolled as a full-time student at a post-secondary institution in British Columbia.

To apply please provide a covering letter explaining your interest in this role, along with your most recent CV. Email this to [leta@refbc.com](mailto:leta@refbc.com)