

# Communications and Engagement Intern

Application deadline	Start date
March 20, 2026	April 1, 2026

## About the Edmonton Region Hydrogen Hub

The Edmonton Region Hydrogen Hub (the HUB) is a collaboration of partner organizations dedicated to advancing a thriving hydrogen economy in the Edmonton region and beyond. Bringing together municipalities, industry and associations, the HUB focuses on building a robust hydrogen value chain through collaboration, system integration and policy advocacy. Leveraging the region's hydrogen production facilities and strategic infrastructure, the HUB builds demand, drives innovation, promotes decarbonization and supports economic growth in the Edmonton region.

## Opportunity

The Edmonton Region Hydrogen HUB is seeking a detail-oriented and digitally capable communications and engagement intern to support outreach, content and coordination tasks. A major focus of this role will be helping develop a digital one-stop-shop by gathering, organizing and preparing HUB project information for clear and accessible use across online channels. The intern will assist with digital communications, social media, event support and administrative duties while gaining experience in communications, information organization and regional clean-energy initiatives.

## Details

**Employment type:** temporary, full time, 16 weeks  
**Compensation:** \$18/hr  
**Minimum experience:** entry-level, intern, new grad, student  
**Department:** Communications and Engagement  
**Reports to:** Communications & Engagement Lead  
**Location:** Remote with in-person attendance as needed

## Responsibilities

- Support the development of a digital one-stop-shop by gathering, organizing and preparing HUB project information for accessible online use.
- Plan and draft social media content and assist with maintaining the content calendar for LinkedIn.

- Prepare text, images and files for contractor-led website updates and help organize digital assets.
- Support the creation of content such as website updates, newsletters, captions, event materials, simple graphics and slide decks.
- Assist in planning and coordinating meetings, events and engagement sessions, including preparing materials, registration lists, agendas and handouts.
- Support event logistics, set-up and note-taking.
- Provide administrative support including scheduling, maintaining contact lists, organizing folders and assisting with general team operations.
- Participate in general activities of the Edmonton Region Hydrogen HUB – we're a small shop and everyone chips in.

## Qualifications

- Current student (or recent graduate) in communications, public relations, marketing, business, digital media, environmental studies or a related field.
- Strong written communication skills with attention to detail.
- Aptitude for digital tools, including content management systems and design software (Hubspot, Canva, Webflow).
- Familiarity with social media platforms such as LinkedIn and YouTube.
- Highly organized, with the ability to manage multiple tasks in a fast-paced environment (familiarity using project management tools like Asana is an asset).
- Proficiency with Microsoft Office Suite (PowerPoint, Word, Teams, etc).
- Collaborative, reliable and comfortable working in a small team.
- A self-starter who can take initiative and keep work moving with limited supervision.
- Creative and able to develop clear ideas, content and approaches with critical thinking.
- Interest in clean energy or economic development is an asset.
- Familiarity with CP English writing style is an asset.

## Requirements

- Must reside within the Edmonton Metropolitan Region.
- Access to transportation to attend in-person activities and events within the Edmonton region.
- Availability for occasional evening or weekend support for events.
- Access to secure computer and cellphone.

This position is funded through the Canada Summer Jobs program. To be eligible, applicants must:

- Be 30 year of age or under at the start of employment.
- Be a Canadian citizen, permanent resident or person granted refugee protection in Canada. *\*International students are not eligible under the Canada Summer Jobs program.*
- Have a valid social insurance number and the legal right to work in Canada.

## Work conditions

- Manual dexterity required to use desktop computer and peripherals.
- Lifting or moving up to 20 lbs. may be required.
- Normal hours are 8:30am to 4:30pm, Monday to Friday, with occasional evening or weekend support for events.
- This is a remote position with some in-person attendance required.

## How to apply

Email your cover letter and resume to Kessia Kopecky at [hello@hydrogen.ca](mailto:hello@hydrogen.ca) with “**Application: Communications and Engagement Intern**” in the subject line. In your cover letter, describe why you are interested in the role and why you are a good fit for the HUB.

**DIGITAL SAFETY NOTICE:** To protect against scams or copycat postings, applicants are encouraged to confirm that application instructions match the original posting on our website. Please refer to the careers information on our website to verify details before submitting your application:

<https://www.hydrogen.ca/who-we-are>.

For this reason, **applications submitted through third-party entities will not be considered**. The email address on your cover letter must match the email address used to submit your application.

## Recruitment process and timeline

Applications close at 11:55pm MST on Friday, March 20, 2026. Shortlisted candidates will be contacted via email on Monday, March 23<sup>rd</sup> to schedule interviews. Interviews and reference checks will take place March 24<sup>th</sup> to 27<sup>th</sup>. The anticipated start date is April 1, 2026 and is subject to change.

*\*Only short-listed applicants will be contacted. If you require accommodation during the hiring process, please let us know.*