

## SUMMER STUDENT – TWO OPPORTUNITIES

### ABOUT THE CLPNA

The College of Licensed Practical Nurses of Alberta (CLPNA) is a non-profit regulatory organization. CLPNA exists to protect Alberta healthcare users. Our first responsibility is to the public. We regulate the profession of Licensed Practical Nurses (LPNs), setting and maintaining standards to ensure the public receives safe, competent, and ethical healthcare services. Our focus and commitment to public protection and regulatory excellence underscores everything we do. The CLPNA has partnered with Alberta Health to lead the development and the continued operations of the Alberta Health Care Aide (HCA) Directory. In Alberta, HCAs are not a regulated profession, although HCAs will become regulated under *the Health Professions Act* in the near future.

### EMPLOYMENT TERM

The CLPNA is offering two exciting summer positions to help support our Human Resources and Communications department. Both positions are full-time, temporary appointments open from May until September, with flexibility on start and end dates. Positions are eligible for hybrid work, with a requirement to work in our Edmonton office on a regular basis.

### COMMUNICATIONS SUMMER STUDENT

Are you a blossoming communications professional looking to gain experience in different areas of communications? This opportunity will give you a chance to work in several different communications specialties. Reporting to the Director of Communications, the successful candidate will support rebranding activities including document layout, editing, research, and writing. You will also get the opportunity to work with seasoned professionals supporting work such as presentation design, video scripting and storyboarding, and social media content creation. Learn how different facets of communications come together in an organizational environment.

### HUMAN RESOURCES SUMMER STUDENT

Are you a forward-thinking student ready to make an impact in Human Resources? If so, this might be the summer opportunity for you. Reporting to the Human Resources Manager, this opportunity will take a leading role in supporting the transition of the HR department to an electronic filing system. Responsibilities would include the documentation of retention strategies as well as providing crucial support to the HR team in projects, which may include policy development and the implementation of a Human Resources Information System (HRIS). This is your chance to gain hands-on experience in cutting-edge HR practices, shape the future of HR operations, and contribute to our dynamic team. Enroll now for a summer journey where you'll not only learn but also play a pivotal role in our organization's progress.

### SKILLS & ABILITIES

- Excellent communication skills both written and verbal
- Demonstrated ability to manage time, meeting required deadlines
- Works well independently and as a team member with a positive, professional, and solution orientated attitude
- Demonstrated professionalism and confidentiality
- Sound analysis, judgment and decision making skills
- Ability to build and maintain effective and appropriate relationships with internal staff and stakeholders

### ELIGIBILITY

- Currently enrolled in a relevant degree program, i.e. Communications, Human Resources, Business Administration, etc.

### OTHER QUALIFICATIONS

- Demonstrated PC/computer skills with solid understanding of MS Office
- Knowledge of Adobe Creative Suite an asset (Communications role only)
- Satisfactory professional and criminal reference checks
- Must be eligible to work in Canada

### FURTHER INFORMATION

For further information on this opportunity, please contact Human Resources at [recruitment@clpna.com](mailto:recruitment@clpna.com).

### HOW TO APPLY

Please email your cover letter and resume, with the following, to [recruitment@clpna.com](mailto:recruitment@clpna.com):

- reference Competition **2024-05**
- indicate which opportunity (Communications or Human Resources) you are interest in

**Applications will be accepted until March 27, 2024.**

*CLPNA is an equal opportunity employer. We thank all applicants for their interest; only those applicants short-listed will be contacted.*