



Position: Communications & Communities Intern

Location: Eagle Mine, Upper Peninsula, Michigan, USA

General Description: The Communications and & Communities Intern is challenged with real world projects that develop professional skills and add value and support the Communities, Communications, and External Affairs (CCER) team.

Key Responsibilities:

- Coordinate and work with CCER team to meet department goals and objectives.
- Develop and execute media for internal and external communications.
- Work with and assist other departments as it pertains to projects and assigned duties.
- Develop and execute creative communications plans and strategies.
- Preparation and delivery of presentations to the public.
- Planning and execution of public and employee events, public tours and Information Center activities.
- Other duties as assigned.

Education, qualifications and experience:

- Major in communication/marketing, public relations, interpretation, and strength in digital media is preferred.
- Experience with Adobe Creative Suite is preferred but not required.
- Junior level status preferred

Key Personal Competencies:

- Action oriented and produces results – tasks are accomplished within required timeframes
- Leadership – accepts responsibility and accountability
- Integrity and trust – operates by personally defined set of ethics and values
- Decision making – correct, appropriate, timely, based on sound judgment, business sense and technical data
- Communications – clear, concise, objective, well organized, is an active listener
- Technical excellence, analysis, problem solving – subject matter expert, researches/support proper solutions
- Ingenuity and resourcefulness – utilizes resources effectively and efficiently, thinks outside the box
- Organized – activities are logically and appropriately prepared, coordinated and conducted
- Planning and scheduling – work is planned properly, scheduled effectively, and accomplished efficiently
- Quality – output meets/exceeds standards, is accurate and complete
- Team work – works collaboratively focusing on team needs, provides recognition, is open and supportive
- Flexibility – accepts change and is open to and supportive of innovative ideas and methods

HSEC Accountabilities:

Everyone in the workplace is responsible for his or her own safety and for the safety of their co-workers. Employees are responsible for performing all tasks in accordance with relevant HSEC Site Procedures, so as to work safely and keep the workplace safe. Lundin Mining Company is responsible for determining steps required to ensure health and safety of all employees, protection of the environment, and the community. Specifically, all employees must:

- Accept personal responsibility for HSEC
- Identify hazards, unsafe actions, and conditions that could result in damage to property, injury, impacts to the environment, and the community
- Obey any instruction issued to protect their own personal health and safety, and the health and safety of others, protection of the environment and the community.
- Report, as soon as practicable to their Manager any situations where HSEC requirements are not being conformed to within their work area
- Avoid endangerment to any other person through any act or omission

- Only use equipment you are trained to use and operate the equipment in a way that is safe, protects the environment and doesn't cause undue community impacts.
- Participate in HSEC training provided to them

- Report all incidents; including but not limited to injuries, near miss, community interactions and impacts, environmental impacts, spills, unsafe work practices, etc.

To apply, or to find out more about this role please submit your resume, referencing “Communities Intern” to: EagleRecruiting@lundinmining.com.