

Summer Student Internship/Coop

Department: Stakeholder Relations (SR)
Type of Position: Summer Student Contract (**Internship/Coop**)
Location: 5160 Yonge Street, North York

Since 1976, Tarion has provided new home warranty protection to more than 2 million Ontario homes. We serve new home buyers and new homeowners by ensuring that one of their life's biggest investments is protected. Almost every new home in the province is covered by a new home warranty. This warranty protection is provided by Ontario's builders and lasts up to seven years. It is backstopped by Tarion. More than 375,000 homes are currently enrolled in the warranty program. Every year about 55,000 new homes are enrolled.

With more than 265 employees, Tarion works hard every day to serve the public interest by, first and foremost, protecting consumers and their new home purchases. We investigate homeowner warranty claims; resolve warranty disputes between homeowners and builders; and provide deposit and delayed closing protection for new home buyers. We also manage the Guarantee Fund, an important financial reserve designed to help shield Ontario consumers from possible catastrophic building events. All of this enhances fairness and confidence in Ontario's new home building industry.

About Role

The Stakeholder Relations Intern / Coop will assist to identify opportunities for community-based engagement with prospective purchasers of new homes or condominium units, as well as new home and condominium unit owners. Specifically, this will require research and outreach to various organizations which could include home shows, community events, other delegated administrative authorities and agencies at all levels of government, municipalities and others.

Areas of Responsibility:

- Support logistics and coordination of event planning for Tarion's community-based outreach initiatives, as well as provide related support in preparation of materials, event agendas, and speaking notes.
- Assist the team with developing key communication and education materials, departmental reports, presentations, and summaries.
- Provide background research on various topics to support the SR team.
- Provide administrative support to the people leaders in SR as well as other members of the team as required.

Qualifications:

- Enrolled in a post-secondary program in public relations, government relations or communications is preferred or diploma program with post graduate certificate in relevant program.



- Experience in a public relations role is an asset.
- Excellent oral and written communication skills.
- Knowledge of corporate communication strategies and tools.
- Proven ability to work well under tight deadlines.
- Excellent computer skills with proven knowledge in Microsoft Outlook, Word, PowerPoint and Excel.
- Well versed in in graphic design principles and software.
- Excellent interpersonal skills that will help support all levels of internal and external stakeholders.
- Ability and keen willingness to work in a team environment.
- Exceptional attention to detail and strong organizational skills.
- Sound problem solving and decision-making skills and the ability to adapt to changing priorities.

Why Choose Tarion?

We believe that Tarion's employees are its most valuable asset. We strive to provide a welcoming work environment

We offer employees a competitive compensation program, opportunities for learning and development, an employee discount program, access to wellness programs, and a variety of Employee Assistance Program tools and online resources to support well-being.

At Tarion, we believe that a strong commitment to diversity and inclusion allows employees to perform at their very best and underpins a culture in which everyone feels they have an equal opportunity to belong and build a career. Tarion is committed to developing and maintaining work environments and practices that ensure equality of opportunity in recruitment, selection and promotion, and to removing systemic barriers so that employees have every opportunity to feel included in the workplace.

If you are a person with a disability and have questions or would like help with your application, please email careers@tarion.com or contact a member of the Human Resources Department.

Application Submissions & Deadline:

Please submit a covering letter and resume with vacancy code **SRSummer23** to careers@tarion.com by March 3, 2023.