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## SUMMER STUDENT – COMMUNICATIONS

Reporting to:	Manager Communications
Department:	Corporate Communications
Type of Position:	Fixed Term – 4 months (May 1 – August 31)
Eligibility:	Must be returning to a full-time degree or diploma program
Location:	Calgary, Alberta
Posting Number:	PXT20240111-2

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### Why work at Parex Resources Inc.?

The Parex team is always looking to add top talent to our organization who share our values and bring capabilities to deliver our business safely and with integrity aligned with our Environmental Social & Governance (ESG) commitments in the areas where we operate.

Parex Resources is a publicly-traded exploration and production company. With its headquarters in Calgary, Canada, and its operations in Colombia, the company has an over 10-year history of delivering shareholder value. Highly profitable, the company possesses a strong balance sheet and is extremely well positioned to continue growing organically.

As we shape the Parex story, we are grounded in making the right decisions for all stakeholders, including the communities where we live and work, environmental stewardship, our employees and investors. Be part of an exciting and growing team that continues to exceed expectations and transform to keep pace with the ever-changing global industry.

### How do you fit in?

This 4-month summer term will provide you with professional work experience, build transferable skills and provide you with an opportunity to learn the practical application of your field of study.

### What you will do:

- Assist with the content development for internal and external communications;
- Develop internal communications including intranet stories, elevator ads and presentations;
- Organize corporate photos in the photo library;
- Support with ongoing upgrading of our internal communications platforms;
- Assist with Corporate Communications events (i.e. town halls, etc.);
- Develop communication campaigns and strategies for annual days/weeks (e.g. Mental Health Awareness Day);
- Support with development and launch of the annual Sustainability Report;
- Support with updating content and enhancements to the external website; and
- Assist with Colombia communication requests, as required.

**What you must have:**

- Registration in a communications related post-secondary program;
- Experience using Word, PowerPoint and Excel;
- Strong attention to detail;
- Ability to work independently and cohesively in a team; and
- Additional skills/attributes:
  - Excellent Communication Skills – demonstrates effective interpersonal and communications skills, including verbal and written, as well as good presentation, report writing and cross-cultural skills.
  - Results Oriented – demonstrates a sense of urgency and strong commitment to achieving goals; well-organized and detail-oriented to deliver high quality work under tight deadlines.
  - Adaptable – capable of working and adapting in challenging, fast paced environments and quick to learn new skills.
  - Collaborative – works effectively across the organization to achieve corporate and personal goals.
  - Innovative – champions new ideas; creates an environment that supports innovation and creativity.
  - Problem Solver/Decision Maker – demonstrates excellent problem-solving skills and effectively examines events, issues, problems to generate solutions.
  - Self-Starter & Accountable – ability to work independently and unsupervised, and in collaboration with others, as required, to efficiently achieve work objectives; has a roll-up-your-sleeves attitude toward work.

**Where you'll be working:**

This position is located in our Corporate Headquarters at 2700 Eighth Ave Place, West Tower in Calgary, Alberta T2P 1G1, Canada.

**Ready to join our team?**

Please apply via the posting on [LinkedIn](#).

**Posting Closes: February 2, 2024**

We appreciate your interest in working with us, however, only those applicants selected for interviews will be contacted.