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HUMAN RESOURCES & CORPORATE SERVICES – SUMMER STUDENT

Job Type	Full Time - Temporary
Work Schedule	Monday - Friday, 8 hours/day
Reporting To	VP, Human Resources & Corporate Services
Location	Calgary

Company Profile

Cavvy Energy is a Canadian energy company headquartered in Calgary, Alberta, focused on the exploration, extraction, and processing of natural gas. The Company is a significant upstream producer and midstream custom processor of natural gas, NGLs, condensate and sulphur from Western Canada. We employ approximately 300 people across our operating locations and Calgary head office and are an inclusive, diverse team with meaningful challenges and opportunities for learning and career growth.

The Opportunity

We are seeking a Human Resources & Corporate Services Summer Student to join our Human Resources & Corporate Services team. In this role, you will gain hands-on experience and contribute to a variety of HR and corporate communication activities, with a strong focus on policy & procedure administration, talent attraction & retention support, employee relations, and fostering a high-performance workplace culture.

You will collaborate with a supportive team and play a meaningful role in delivering HR and corporate communications initiatives that support Cavvy's business priorities and objectives.

Key Responsibilities

HR Coordination & Administration

- Support review and updates of key HR policies and procedures including new hire onboarding and other employee life-cycle activities.
- Assist with full-cycle recruitment activities for a variety of roles.
- Act as primary HR contact for our summer students, supporting with day-to-day student inquiries and contributing to a consistent, supportive employee experience.
- Support planning and coordination of summer student program activities, including engagement events, leader touchpoints and end-of-term wrap up processes.
- Support the evaluation and enhancement of our summer student program to strengthen attraction, retention and future talent development pipelines.
- Support design and delivery of other key HR programs, including annual company policy acknowledgement.

Corporate Communications

- Assist in preparing clear, engaging internal messaging that strengthens employee connection and organizational culture.
- Support the Communications Specialist with content for internal channels such as the intranet and company announcements.
- Contribute to communication materials that support corporate initiatives and help build Cavvy's employer brand.

Qualifications & Experience

Education & Experience

- Currently enrolled in post-secondary education in Human Resources, Business Administration, or related field.

Essential Skills

- Proficiency with MS Office Suite.
- Ability to maintain confidentiality and handle sensitive information.
- Open and eager to learn; a collaborative team player.
- Strong communication and relationship-building abilities.
- Ability to manage multiple assignments and prioritize effectively.

Why Join Us?

You'll gain meaningful, hands-on experience across the HR function while working with knowledgeable professionals committed to your development. This role provides exposure to real HR challenges and the opportunity to build strong foundational skills in HR operations, recruitment, employee experience, and communications. It is an excellent environment for learning, growth, and establishing a strong start to your career.

Cavvy is an equal-opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors. Accommodation for applicants with disabilities is available upon request during the recruitment process.

To apply please send resume to HR@cavvyenergy.com