

## Community Relations Coordinator

14 Week Temporary Position

### DESCRIPTION

The Community Relations Coordinator is employed by the Northern Hills Community Association (NHCA) through the support of the Canada Summer Jobs Program and is accountable to the Executive Director or person designated as Acting Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association, the Community Relations Coordinator works on strengthening and improving NHCA's volunteer, member, government, and community relations.

### AVAILABILITY

- 35 Hours per week
- \$16/hour pay rate
- Flexible hours with work expectation during the NHCA Office core hours
- June 14, 2021 – September 17, 2021

### RESPONSIBILITIES

- Working with the NHCA Office team in planning, organizing, and implementing an annual membership drive
- Coordinating the review and revision process of Volunteer Policy Manual
- Working with the NHCA Office team in planning, organizing, and implementing an municipal election forum for community members
- Collaborate with the NHCA Office staff and Community Relations Committee of the Board of Directors
- File management duties including organizing and digitizing
- Other tasks assigned by Executive Director

### REQUIREMENTS

- 15-30 years of age (inclusive) at the start of employment
- Canadian Citizen, permanent resident (but not international students), or a person under refugee protection
- Legally entitled to work according to Alberta provincial legislation and regulations
- Post-Secondary student or recent graduate in Human Resources, Communications, or Public Relations fields preferred but not required
- Collaborative and Team working mindset and skillset
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent English written, verbal, and proofreading skills
- Strong organizational and planning skills
- Proficient in MS Office 365

### APPLICATION

Submit your application which has to contain your resume, background, and qualifications, to the Executive Director – [exec.director@nhca.ca](mailto:exec.director@nhca.ca) before 8:00AM on Monday, June 7<sup>th</sup>, 2021.

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.*