

## Community Relations Coordinator

9 Week Temporary Position | June 6 - August 8, 2022

### 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

- 40 Hours per week
- \$16/hour pay rate
- Flexible hours with work expectations during the NHCA Office core hours
- Evenings and weekends availability would be necessary for community activities

### RESPONSIBILITIES

- Communicating and supporting NHCA's marketing needs via Northern Hills News, social media, website, email outs, signage, etc.
- Attending NHCA activities where communications support is needed
- Working with Community Relations and other Committees where communications support is needed
- 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 Public Relations, Communications, or Marketing 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, cover letter, and other applicable qualifications to the NHCA's Executive Director – [exec.director@nhca.ca](mailto:exec.director@nhca.ca) before 8:00AM on Monday, May 30, 2022.

*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.*

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE