

Communications Assistant Edmonton Seniors Coordinating Council



The Edmonton Seniors Coordinating Council (ESCC) is a membership-based organization that works with senior service agencies and other stakeholders in the seniors sector to build an Age Friendly Edmonton and enhance the lives of all Edmonton seniors. Our membership consists of more than 50 senior-serving and supporting organizations in the metro Edmonton area that provide community supports to seniors.

ESCC is recruiting a Communications Assistant. This position, working under the supervision of the Communications Coordinator, will provide communications support to ESCC and initiatives we manage.

Duties:

- Write stories for print and digital platforms, source photos, and pitch ideas to the media.
- Assist with production of e-newsletters by gathering and editing submissions, inputting content into a digital platform and maintaining the distribution list.
- Assist with development of a resource publication by editing submissions, creating the publication using Excel and Adobe InDesign, assisting with distribution, and promoting the publication.
- Create content (text and images) for social media, share relevant content from stakeholders, and build community awareness.
- Update websites using various content management systems (training will be provided on Weebly, WordPress and ShoutCMS)
- Assist with development of promotional tools such as infographics, ads, brochures, videos, etc.

Qualifications:

- Degree or diploma in Communications, Public Relations, English or other relevant education combined with 1-2 years' experience. OR a minimum of 5 years' relevant experience with no educational credential will be considered.
- Advanced writing and editing skills
- Media relations experience
- Experience utilizing social media to build community awareness
- Keen attention to detail, highly organized, and maintain high quality work standards
- Ability to establish rapport when meeting people and build effective working relationships
- Experience with Microsoft Word and Excel
- Familiarity with Adobe InDesign and Photoshop is an asset
- Understanding of the non-profit sector and seniors' issues is an asset

Job Type: Term, 37.5 hours per week for 8 months May – Dec 2019 with possibility of extension

Remuneration: \$25-30 per hour based on education and experience, plus benefits

The successful applicant must be willing and capable of working from the ESCC office and other meeting locations to engage with partners and stakeholders. Reasonable travel-related expenses will be covered by ESCC.

Please submit your Résumé with a cover letter in Word format by email to:

Tim Henderson, Project Coordinator
P·E·G·A·S·I·S Extension Project
Tim@Seniorscouncil.net

Deadline for receipt of applications is 12:00 noon Friday, April 26, 2019. We anticipate starting work as soon as possible, depending on a suitable applicant, availability, and finalization of the Extension Agreement with the Funder.