



TITLE: Communications Coordinator
POSITION STATUS: Full Time
REPORTS TO: Community Engagement Manager
SALARY: \$54,000 - \$64,000
POSTING DATE: 16 February 2024
CLOSING DATE: 8 March 2024, 9:00 a.m.
TARGET START DATE: 1 April 2024

ORGANIZATIONAL OVERVIEW

Edmonton Heritage Council (EHC) is a not-for-profit culture organization that connects people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for their heritage.

POSITION SUMMARY

EHC is currently recruiting for a Communications Coordinator to join our team.

The Communications Coordinator develops and implements communications strategies that create awareness of and interest in the work and concerns of the Edmonton Heritage Council including:

- Create awareness of the EHC's projects and programs and their impact in the community
- Connect citizens, heritage workers and heritage organizations with the EHC
- Contribute to a stronger sense of community and connection with and among the heritage community in Edmonton
- Build awareness of and positively position the work of the EHC

What YOU'RE Responsible for:

- Developing and implementing program and project specific communications strategies (including media relations, advertising, marketing, social media, events, partnerships, etc.)
- Maintaining and updating EHC's websites and related social media (FB, Instagram, etc.), as well as related forms and documents
- Creating and distributing the EHC Update, an e-newsletter twice monthly.
- Researching and implementing elements related to membership such as online payments and specific, targeted communication to members
- Writing media releases, promotional materials, key messages
- Staying informed of developments, stories and issues related to Edmonton's history and heritage
- Monitoring of related heritage, history arts and culture media
- Providing occasional non-communications program support for key EHC Programs and events

What you bring:

- Graduate or undergraduate degree relevant to public relations, communications, or journalism
- Minimum of 3 years' experience in related work with demonstrated writing, research, and editing skills
- Familiarity with Edmonton, its history, heritage, and related organizational environment

- Web design experience, including familiarity with content management systems
- Ability to manage multiple projects and work collaboratively
- Strong interpersonal skills and ability to work collaboratively, within internal and external stakeholders, including managing external contracts, agreements
- Able to plan and make decisions in a timely manner
- Able to work effectively within a team as well as independently
- Ability to manage multiple priorities and deadlines
- Solid working knowledge of Microsoft Office and Windows operating system
- Working knowledge of the Adobe Creative Suite is an asset
- Event planning skills and media relations training are assets
- Proven effective use of social media
- Understanding of Government relations will be an asset

What abilities we expect you to have:

- Demonstrated strong writing and research skills
- Excellent written and oral communications skills
- Experience and knowledge of print and audio-visual production
- Newswriting skills and an understanding of the needs of news media
- Commitment to the goals and principles of the Edmonton Heritage Council
- Familiarity with issues within the heritage sector

What we offer:

- **Hybrid** work culture.
- **Paid Vacation:** 3 weeks /year for the 1st year & 4 weeks/ year starting in the 2nd year.
- **Paid Wellness days:** up to 16 days of wellness leave for illness, medical appointments, family emergencies, (job protected leaves – under the discretion on the ED)
- **Additional paid days off:** during the months of June-August and December
- **Extended health and dental benefits,** and access to employee assistance program that are 100% paid by EHC.
- **Personal health service allowance**
- **Professional development funds**
- **Pension plan:** after one (1 year) of continuous employment, employees may enroll in EHC's pension plan with matching contributions from the organization of up to 4% of the employee's annual salary.
- **Office hours:** Monday – Friday 9:00 a.m. to 4:30 p.m. The work week generally falls into this schedule with flexibility needed for occasional events or meetings on evenings or weekends.

Interested candidates, please email resume and cover letter as a single PDF attachment by 9:00 a.m. on or before 8 March 2024 to hr@edmontonheritage.ca

EHC is an equal opportunity employer. We encourage diversity and welcome applications from all qualified individuals.

We thank all applicants in advance, however, only candidates selected for an interview will be contacted. Please expect initial contact within two to three weeks of the closing date.