



Coordinator, Communication & Engagement

We believe that people impacted by dementia can live life well - and every day, we work to build the capacity of the community to support and care for them. Become part of a progressive team with shared core values and visibly demonstrated passion for the cause.

The Alzheimer Society of Calgary is a learning organization with a culture founded upon key competencies such as the importance of being adaptable; accountable; innovative; open to learning; outcomes-focused and dedicated to fostering a supportive team environment. If you believe in these same principles, this may be an unparalleled environment for you to thrive in. This is an opportunity to gain valued experience in a wide range of communications and fund development initiatives. You'll also benefit from exposure to collaborative, community-wide strategies taking shape across Calgary.

You will provide strategic, timely communication support for initiatives that connect local families to the education, care and support required when impacted by dementia; and help increase stakeholder engagement. You will execute integrated communications plans involving a variety of communications channels and your role will include development of compelling content as needed for relationship-building, awareness and increased community engagement purposes. You will also coordinate with team resources such as creative, photography, volunteers and other staff to achieve exceptional results.

The right candidate will be an exemplary communicator with strong generalist-type abilities to develop content for multiple platforms (online, digital, print & social media). Your writing is impeccable and comes naturally to you. Your organizational skills and keen attention to detail enable you to coordinate projects from start to finish, ensuring they remain on time and on budget. With demonstrated initiative, you are resourceful in seeking solutions to new challenges and look for opportunities to be creative.

You must have three to five years of relevant communications or marketing experience and a Bachelor's degree (or diploma) in communications, marketing or public relations (or equivalent). Experience working with online platforms (such as Google Adwords, Google Analytics, Hootsuite, TeamRaiser) and continual evaluation are preferred. Some experience in media relations is required. A strong commitment to building relationships with our stakeholders is essential. Occasional work outside of office hours may be required.

You spend enough time at work. Make it count. We offer a flexible, team-oriented environment with unmatched learning opportunities and a demonstrated commitment to maintaining work/life balance.

Please submit your resume and cover letter by 4:00 p.m. on Friday, February 24th to:

Jill Petrovic
Director, Philanthropy & Engagement
Alzheimer Society of Calgary

Email communications@alzheimercalgary.ca

We sincerely thank you for your interest. Only applicants selected for the interview process will be contacted. Samples of your previous work will be requested if you are invited to an interview.