



Communications Assistant

The Calgary Foundation, established in 1955, helps create a giving and caring community by identifying needs, convening groups around common concerns, making knowledgeable grants and facilitating philanthropy for the long term benefit of Calgary and area. The Calgary Foundation is one of the fastest-growing community foundations in Canada with over 900 Endowment Funds providing support in the areas of Arts & Heritage, Human Services, Education, Environment, Health and Recreation.

Description:

Providing administrative and logistic support to the Communications Team, this entry level position offers an excellent opportunity to assist in the implementation of the Foundation's communications strategy with frequent opportunities for initiative and innovation. The incumbent will work collaboratively with all departments of the Foundation.

Responsibilities:

- Identify new media opportunities and develop and implement innovative social networking strategies to engage new and existing audiences
- Develop, edit and maintain website and online content
- Assist in the writing, assembly, production and distribution of print and online publications
- Assist in the proactive and reactive media needs and initiatives of the Foundation
- Assist in the development and execution of special initiatives and projects
- Assist in the production of brochures, presentations, advertisements, reports and other specialized publication materials
- Collect and document all forms of research pertinent to the work of the Foundation
- Provide administrative assistance to Communications Team

Qualifications:

- Post secondary education in communications or equivalent work experience
- Excellent written and verbal communication skills
- Experience in the development of website content and social media interactions
- Strong Computer skills.

Compensation:

Full time position with a competitive salary and comprehensive benefits package.

To apply for this position, **send resume with salary expectations** by email **no later than noon on September 15, 2010** to:

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