

Marketing & Event Coordinator – Summer Student Position – Calgary

Are you passionate about working with Albertans with disabilities and supporting your local community? Do you have what it takes to champion our Vision to Inspire Potential, Build Community and Enrich Lives?

Then look no further! Easter Seals Alberta is a provincial not-for-profit organization, and our mission is to provide services that foster inclusion, independence and recreation for individuals with disabilities and medical conditions.

We are looking for a Marketing & Event Coordinator who will be responsible, driven, and able to work independently.

Position

- The Marketing & Event Coordinator reports to our Fund Development Manager.
- Contract, summer position of 8 weeks.
- Work week Monday through Friday; 7 hours/day; 35 hrs/week, occasional evening and weekends may be required.
- This position will require a mix of remote working and in-person.

Responsibilities

- Social media management;
- Email marketing;
- Digitally capture videos, still photos, and audio content for Easter Seals Alberta marketing purposes;
- Provide direction to interview subjects in a professional manner;
- Host on-camera interviews and participate in recorded conversations;
- Create short video clips showcasing Easter Seals Alberta programs;
- Help build awareness of Easter Seals Alberta and its programs and services;
- Assist with planning and development of fundraising events;
- Assist with event logistics, production and setup/tear down;
- Solicit donations for auction and prize items;
- Help distribute materials and assist with organizing volunteers;
- Possible special projects that are built for your skills and expertise;
- Other duties as required.

Qualifications

- Well organized and possess excellent time management skills;
- Exceptional written and verbal communication skills;
- Familiar with the graphic design applications and editing tools;
- Experience working with Google Ad Grants and Google Analytics is an asset;
- Strong attention to detail;
- Strong analytical and problem-solving skills;
- Ability to work independently and with other colleagues in a team environment;

- Ability and tools to work remotely;
- Ability to multi-task and prioritize;
- Media relations would be an asset (but not required);
- Volunteer experience is an asset;
- Graphic design experience would be an asset;
- Valid driver's license and access to a vehicle.

Easter Seals fosters a work environment that's inclusive and diverse, where our people can be themselves. Every idea and perspective is valued to reflect the people we serve.

Thank you in advance for your application. Only those candidates who are being considered will be contacted.

Please email your resume and cover letter to:

Marie Miles
Fund Development Manager
Easter Seals Alberta
marie@easterseals.ab.ca

Closing date: May 23, 2022