



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Communications Associate

Business Services

Job Purpose

Collaborates with Fund Development and Communications team in the planning, development and implementation of integrated communication and publication initiatives of broad significance to E4C.

Works directly with the Fund Development and Communications team to ensure continuity and quality production of information and materials as well as ensuring a positive public image for E4C.

Duties and Responsibilities

Overall Responsibilities

- Make recommendations to the Communications and Fund Development Manager regarding marketing and publicity and initiatives.
- Research and develop initiatives for promotional materials.
- Work with the media to promote agency, its programs and fundraising events.
- Coordinate with the Event Coordinator the tasks for each fundraiser and develop promotional materials as needed.
- Research and write applications for grants and licenses.
- Attend selected events as required.
- Developing cases for support.
- Attending public events as appropriate.
- Other duties may be assigned as required.

Media and Public Relations

- Fields multiple inquiries from print and broadcast reporters, directing them to the appropriate resources and arranging interviews.
- Serves as a resource to reporters on story ideas generated from the agency and its programs.

- Plans and executes press conferences other media events held by the E4C.
- Supports and guides agency staff in media relations work.
- Other duties may be assigned as required.

Publications

- Supports the creation of various communications/marketing tools and publications for agency and programs.
- Supports the creation of publication of various reports, ie. Annual Report, brochures, etc.
- Works in direct collaboration with the Communication and Fund Development Team in the production of specific fundraising communications packages to ensure the use of accurate information and E4C brand identity
- Serves as assistant editor of the Envoy, working with the directors to conceive of story ideas, assigning chosen story ideas, supervising the reporting and writing process and editing the final product, ensuring that it conforms to journalistic style and meets journalistic standards.
- Develops, updates and manages other information sources such as the agency web site:
- In consultation with Communication and Fund Development team, writes or edits all written content on the E4C Web Site and special web projects
- to ensure accuracy, effectiveness of presentation and clarity of message.
- Proposes additions and changes to the site as necessary to improve its quality.
- Other duties may be assigned as needed.

Qualifications

Preferred:

- A university degree or college diploma in communications, marketing, journalism or equivalent
- Minimum of 2 years of experience.
- Excellent written and verbal communications skills required.
- Excellent organizational skills and the ability to handle multiple tasks.
- Strong initiative, the ability to work independently, and ability to meet deadlines are essential.
- Knowledge of Adobe products and printing requirements
- Experience using various design software required.
- Ability to work effectively with people from diverse backgrounds including staff, consultants, board members, foundations, donors, business leaders, etc.
- Sensitivity to service users ie mental health issues; homeless and formerly homeless individuals and issues of homelessness; addictions; prostitution; poverty; food security; street youth, etc.

Working Conditions

This is a Full Time position 40 hours per week, which includes some evening and weekend work.

Salary Scale

Starting: Admin Support III \$36, 940 - \$39, 960/yr

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.