

Communications Assistant – Public Relations

Summer Position

Calgary Counselling Centre (CCC) changes people's lives. We provide counselling for individuals, youth and families of all backgrounds, with barrier free access and no wait-lists. We are philosophically grounded in research and outcomes measurements and are achieving unparalleled client success; we educate and train counsellors — all within a thriving social enterprise structure.

Calgary Counselling Centre is looking for a talented youth with marketing and communications experience who is seeking a great learning opportunity.

Duties:

To implement various marketing and communications efforts (including web, social media, newsletters, media relations, events, etc.), to assist with implementation of the agency's marketing and communications efforts, to participate in the plans for the Centre's 2019 National Depression Screening Day, and support all other initiatives. The ideal candidate would wish to pursue a career in marketing/communications.

- Ensure the successful and timely execution of all marketing and communications related efforts with consistency in messaging, tone of voice and visually
- Write/edit/publish different materials such as blog posts, social media posts and newsletter articles
- Revise content and ensure consistency in all marketing materials including website, brochures, etc.
- Coordinate community outreach initiatives and steward partner relationships
- Generate content, strategies and measurement reports on the Centre's social media platforms
- Source, interview, write and edit client stories
- Conduct general administrative/communication duties as required

Qualifications:

- Able to work independently and as a team member
- Post-secondary education in communications/public relations/marketing
- Excellent writing, marketing and interpersonal skills
- Attention to detail
- Accountability and responsiveness
- Working knowledge of the following software: Microsoft Outlook, Microsoft Word, Microsoft Excel and Google Chrome

Given that this position may be supported in part by a grant, to be eligible, youth must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred (International students are not eligible participants)
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

Youth that self-identify as being part of the groups which are underrepresented or have additional barriers to the labour market are strongly encouraged to apply for this position. (Recent immigrants, youth not previously employed, indigenous, youth with disabilities, visible minorities, LGBTQ2 youth and women in technology).

This position begins approximately May 6, 2019 and goes until August 23, 2019 dependent on funding. This is a full-time position with wages of \$18.00 per hour.

If you are interested in this opportunity, please submit a Cover Letter, Resume and 1 - 2 writing samples with your application to: hr@calgarycounselling.com no later than March 15, 2019.

Calgary Counselling Centre thanks all applicants for their interest, however, only those selected for interviews will be contacted.