



JOB POSTING – SOCIAL MEDIA & CONTENT COORDINATOR

SUMMER STUDENT POSITION

The Alberta Council for Global Cooperation (ACGC) is looking for a student to fill the position of **Social Media & Content Coordinator** at our office in Edmonton. This position will require a time commitment of a minimum of 14 weeks (37.5 hours/week).

POSITION TITLE:	Social Media and Content Coordinator
POSITION TYPE:	14 weeks starting as soon as possible
REPORTS TO:	Executive Director
APPLICATION DEADLINE:	Friday May 5, 2017 at 5:00 PM

Responsibilities:

Throughout the summer of 2017, ACGC will be undertaking a public engagement initiative entitled “Albertans Partnering for a Sustainable World.” The initiative will take the form of a print magazine, distributed across the province, as well as a digital magazine, distributed online. The magazines will feature stories of the work carried out by Alberta-based international organizations and community groups, as well as interviews with individual Albertans and international partners who are making significant contributions. In addition, content will include articles on the sector as a whole, including collaboration between the international development sector, government, the private sector and the public.

Reporting to the Executive Director and working closely with the Communications Coordinator, the **Social Media and Content Coordinator** will be responsible for assisting in the creation of content for the public engagement initiative. In addition, this position will be responsible for creating content and maintaining ACGC’s social media presence and regularly scheduled communications.

As a member of the ACGC team, this position will also contribute to the development, review and attainment of the organization’s vision, mission, values and strategic goals. Responsibilities include but are not limited to the following:

- Assist the Communications Coordinator and members of the Advisory Public Engagement Committee in gathering stories, photos, and videos to feature in the print and digital magazine;
- Provide support in the development and creation of materials, including the selection of stories, writing and production of content, and editing of written submissions and other materials;
- Develop a media campaign and communications strategy, including the creation of media kits, media releases, and resource materials to promote the magazines;
- Working with communication staff, assist in the implementation of the ACGC social media strategy, focusing on various online platforms including Twitter, Facebook, Instagram, and You Tube;
- Contribute to the Council-wide utilization of social media (Twitter, Facebook, YouTube) to promote events and share information;

- Maintain and update ACGC website;
- Develop and distribute e-bulletins on a bi-weekly basis;
- Ongoing communication with council members, including work to increase the profile of ACGC members;
- Carry out additional tasks directly related to the successful implementation of ACGC programming as determined by the ACGC staff and board;
- Prepare and submit evaluation reports on the various activities undertaken as required for monitoring and evaluation purposes;
- Data management (including maintaining an up-to-date mailing list and list serve);
- Be responsible for working within the budget as assigned to the various areas of programming under this job description;
- Maintain organized and comprehensive files.

The ideal candidate will

- Have strong skills using the Adobe Creative Cloud, InDesign and Photoshop. Knowledge of and experience with Word Press is also preferred;
- Have expert communication skills (both written and verbal), and the ability to adapt communication styles in a manner that is suitable and appropriate for various stakeholders;
- Have experience with content editing;
- Have demonstrated success in a similar role either through direct work experience or through interactions with the community on a regular basis via volunteering or other community opportunities;
- Have a strong understanding of international development and cooperation combined with exceptional understanding of global citizenship and public engagement principles;
- Have strong knowledge of project management especially related to international development and social justice issues;
- Have excellent organizational skills with a demonstrated ability to organize multiple tasks and appropriately prioritize activities;
- Have strong knowledge of project management especially related to information technology.
- Have excellent interpersonal skills with the ability to respect the values and differences that all members of a small team bring to an office environment;
- Have a proven ability to problem-solve and work independently.

Eligibility:

As this position is funded in part by Canada Summer Jobs, a component of the Youth Employment Strategy, through the Government of Canada, eligibility requirements require that any successful applicant:

- must be between 15 and 30 years of age (inclusive) at the start of employment;
- was registered as a full-time student during the preceding academic year;
- intends to return to school on a full-time basis during the next academic year;
- is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Position Details:

Wage: \$18.50/hour

Application deadline: Friday May 5, 2017 at 5:00 PM

This position will report directly to the Executive Director and it is envisioned that the position will be based at the ACGC office in Edmonton although alternative arrangements can be suggested if required.

Hours of work can be flexible to accommodate successful applicants. The successful candidate must be willing to work occasional evenings and weekends, and may be required to travel.

This is a full-time short-term contract position.

ACGC is strongly committed to diversity within its community, and especially welcomes applications from who may contribute to the further diversification of ideas in the workplace, including visible minority group members, Aboriginal persons, persons with disabilities, and members of under-represented gender and sexual orientation groups.

To apply: Interested applicants must submit a cover letter, résumé, and the names of two references to director@acgc.ca .

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Alberta Council for Global Cooperation (ACGC)

The Alberta Council for Global Cooperation (ACGC) is a coalition of voluntary sector organizations located in Alberta, working locally and globally to achieve sustainable human development. We are committed to international cooperation that is people-centered, democratic, just, inclusive, and respectful of the environment and indigenous cultures. We work towards ending poverty and achieving a peaceful and healthy world, with dignity and full participation for all.

For more information about ACGC please visit www.acgc.ca.