



JOB POSTING – SOCIAL MEDIA AND CONTENT COORDINATOR SUMMER STUDENT POSITION

The Alberta Council for Global Cooperation (ACGC) is looking for a student to fill the position of Social Media and Content Coordinator at our office in Edmonton. This position will require a time commitment of 10 weeks (37.5 hours/week).

POSITION TITLE:	Social Media and Content Coordinator
POSITION TYPE:	10 weeks, starting May 2018
REPORTS TO:	Executive Director
APPLICATION DEADLINE:	Friday, May 4th, 2018, Midnight MDT
WAGE:	\$15.50/hour

Responsibilities:

Reporting to the Executive Director, the **Social Media and Content Coordinator** will be responsible for planning, executing, and reporting on social media activities and initiatives. This position will also assist with the design of publications, and writing and editing of content for various platforms. 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 ACGC staff with updates and improvements to the ACGC website and micro-sites
- Lead ACGC in merging contact lists, and building and managing the organization's CRM system
- Create social media strategy and online content for the Together 2018 Symposium
- Assist ACGC staff in gathering, writing, and editing stories and content for various platforms, related to international development from member organizations in Alberta.
- Working with communication staff, assist in the implementation of the ACGC social media strategy, focusing on various online platforms including Twitter, Facebook, Instagram, and YouTube.
- Assist in the writing, editing and design of ACGC publications
- Ongoing communication with council members, including work to increase the profile of ACGC members
- Administrative tasks as required, including reporting communications results

The ideal candidate will

- 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.
- Knowledge and interest in international development and the non-profit sector.
- Excellent writing and editing skills
- Experience with Adobe Creative Cloud software, especially Photoshop, InDesign and Illustrator.
- Experience working with WordPress websites

- Experience in creating online video content, including video editing, is desired
- Have excellent organizational skills with a demonstrated ability to organize multiple tasks and appropriately prioritize activities;
- 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;
- Capacity to work with people from diverse backgrounds individually or as part of a team.
- Ability to multi-task effectively, and utilize excellent time management skills.
- Proven ability to problem solve and think 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 the 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:

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 may be required to travel.

ACGC is strongly committed to diversity within its community, and especially welcomes applications who may contribute to the further diversification of ideas in the workplace, including visible minority group members, Indigenous 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 by **midnight on Friday, May 4th, 2018**.

While we 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.