

CONTRACT JOB DESCRIPTION

Title	Communications and Admin. Assistant	Hours:	20-30 hours per week (with flexibility)
Category	Part-time/Contract	Compensation:	\$20-\$30/hour depending on skills/experience
Term	Jan 1 – Dec. 31, 2022	Location:	Hybrid – Remote/On Site. Preference will be given to those with a home office within 2 km of the BIA

As one of Calgary’s newest BIAs, we’re aiming to harness the passion and diversity of area residents and businesses to re-imagine Centre Street North as a pedestrian-friendly, accessible destination neighbourhood **where everyone belongs** to gather, shop, eat, live, work and play.

We’re looking for a smart, entrepreneurial, energetic and well-rounded person to help execute our communications initiatives and administrative duties on a contract basis. You will be great for this position if you are: Outgoing and love to talk to people, committed to diversity, equity, inclusion and anti-racism, inquisitive and curious, independent, creative and able to take initiative, attuned to detail and committed to quality work.

Duties

Reporting to and under the supervision of the Executive Director, you will help the organization with:

Administrative Duties	Communications Duties
<ul style="list-style-type: none"> • Preparing monthly expense reports • Board meeting preparation • Responding to inquiries • Sorting and filing mail • Maintaining an organized online filing system through Google Suite • Grant applications • Other duties as assigned 	<ul style="list-style-type: none"> • Developing engaging social media content on Instagram, Facebook and Twitter (and perhaps others) • Managing our online communities through monitoring, responding and initiating conversations • Writing blog posts about our businesses, initiatives and diversity issues • Maintaining our website and improving whenever possible • Creating newsletter content • Event support • Other duties as assigned

Skills and Qualifications

- Post-Secondary education in communications, marketing, journalism or a related field and 1-3 years of relevant role. Non-profit or municipal experience an asset.
- Strong interviewing, writing and editing skills
- Photography, videography and graphic design for social media
- Working knowledge of: Social media platforms including scheduling/monitoring software and analytics/insights for reporting, Wordpress, Mailchimp, Google Suite, Microsoft Office 360. Adobe Creative Suite is an asset.
- Multi-lingualism in written and spoken Cantonese and Mandarin a definite asset
- A valid Class 5 drivers’ licence and access to a working vehicle may be required from time to time.

To apply

We strongly encourage people in underrepresented groups including (but not limited to) indigenous people, people of colour, LGBTQI2S+, neurodivergent and disabled folk to apply. Don’t have every skill or qualification listed? We’re happy to train people with strong skills in one area in other aspects of the job description if we agree you’re a great fit.

Send your resume before December 1 to:

Camie Leard, Executive Director
 Crescent Heights Village BIA
 camie@crescentheightsvillage.ca

Only those selected for an interview will be contacted.