



CONTRACT POSITION 2017/18: Marketing & Communication Assistant

Are you a motivated, energetic individual looking for employment with an amazing sport organization? Do you want to help enrich your community and affect lives? If these questions interest you then you should consider applying to be a contract Communications Assistant for Special Olympics Alberta.

ORGANIZATION BACKGROUND

- Special Olympics Alberta (SOA), a program within the worldwide movement, is dedicated to enriching the lives of Albertans with an intellectual disability through sport.
- SOA is a provincial not-for-profit grassroots organization that provides sport training and competition opportunities for more than 3,000 athletes of all ages and abilities.
- Special Olympics Alberta's programs are supported by corporate sponsorship, fundraising activities, government funding, foundations, individual donors and the involvement of volunteers in communities across the province.

Special Olympics Alberta is currently seeking an enthusiastic professional to assist in variety of marketing and communication projects. Candidates should possess the following:

- Strong writing skills with familiarity with web writing
- Adobe program skills (Photoshop, Illustrator, InDesign) and photography skills
- Computer skills, including the use of the internet, email, and Microsoft Office programs
- Strong organizational and interpersonal skills; multitasking
- Experience working with individuals with an intellectual disability
- Strong social media and web posting knowledge preferred
- Excellent communications skills (verbal and written), especially with people with intellectual disabilities
- Writing, marketing, public relations or journalism background is an asset

This is a contract position that will commence in October 2017 with work in the office or offsite 7.5 hours/week with possibility of increased hours according to campaign deadlines. Office setting with some outdoor activities. Occasional travel and flexible work hours required.

Please submit your resume by October 13 to:

Katherine Dalusong, Marketing and Communications Manager
Special Olympics Alberta
11759 Groat Road
Edmonton AB T5M 3K6

Or via email to:

kdalusong@specialolympics.ab.ca

Special Olympics Alberta

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