

## Communications Coordinator

**Employment Type:** Full time, permanent. 37.5 hours per week, M-F (occasional evenings/weekends required)

**Location:** Position is located at the Cookhouse, 15975 Bow Bottom Trail SE, Calgary AB. T2J 5E8. Must be on site at least 3 days per week.

**Salary Range:** upper limit \$55,000 - \$60,000 per annum, dependent on experience.

### The Opportunity

The Friends of Fish Creek Provincial Park Society (“the Friends”) is searching for a full-time Communications Coordinator to join our staff team! Reporting to the Executive Director, the Communications Coordinator is a vital part of our organization, and is responsible for facilitating meaningful connections and learning opportunities throughout the communities we serve. The Communications Coordinator is responsible for managing online and print communications, keeping our website content up to date, stewarding media relations, supporting community outreach and providing administrative and graphic design assistance to the rest of the team.

### About the Friends

The Friends of Fish Creek Provincial Park Society was established in 1992 and incorporated as a charitable organization in 1993. Located in Fish Creek Provincial Park, the Friends promotes positive outcomes for Canada’s second-largest urban park by focusing primarily on resource management, research, and community development. We maximize environmental and social benefits by designing opportunities to improve quality of life and empower people to conserve a truly unique naturalized area. Fish Creek Provincial Park is bordered by seven constituencies encompassing over 350,000 Calgarians and is visited by an estimated 4 million people annually.

**Our vision:** A sustainable Fish Creek Provincial Park that improves the quality of life for present and future generations.

**Our mission:** To engage the community through activities and awareness to conserve a truly unique naturalized urban park.

### Key Responsibilities

#### ADMINISTRATION

- Respond to inquiries received through our general phone line and e-mail inbox
- Assist with client greeting and customer service as needed
- Send regular volunteer opportunity e-mails out to volunteers

- Send out “behind the scenes” emails to monthly donors
- Coordinate monthly “Speaker Series” events for members and general public

#### COMMUNICATIONS

- Lead the development of an organization-wide communications strategy
- Oversee creation and distribution (digital and print) of quarterly newsletter and annual report
- Content creation, scheduling and comment moderation of the Friend’s social media platforms
- Maintain strong partner and funder connections through collaborations with other organizations, including social-media cross posting, shout-outs, and more
- Create regular articles for local community newsletters
- Maintain and update photo and video library of Friends’ activities and events
- Assist with event coordination and delivery
- Develop communications resources for ecology, visitor services and education staff and volunteers
- Assist with overseeing communications volunteers

#### MEDIA RELATIONS

- Maintain an up-to-date list of media contacts
- Issue regular media-release statements
- Coordinate interviews with interested members of the media

#### WEBSITE

- Regularly update to the Friends of Fish Creek Provincial Park Society’s website, including event notifications, posting newsletters, supporter logos, and success stories
- Lead website redevelopment strategy

Other duties as required.

#### **Qualifications:**

#### REQUIREMENTS

- Undergraduate degree or equivalent experience in communications, science communication, marketing, journalism, media studies, public relations, or related field
- Strong skills with Microsoft Office suite, including Word, Powerpoint, Excel, Outlook and Teams
- Working knowledge of graphic design tools, including Canva and/or Adobe suite
- Excellent written and verbal communication skills
- Strong visual and design skills
- Ability to work both independently and collaboratively as needed

- Excellent time management, prioritization and multi-tasking skills
- Exemplary team player
- Outgoing individual, comfortable in communicating and interacting with people of all ages

#### ASSETS

- Expertise in communicating scientific concepts to members of the public a STRONG asset
- Photography and videography skills
- Experience with ArcGIS
- Familiarity with CSS/WordPress
- Working knowledge of a second language (other than English)

#### **Applications:**

Please submit a resume and cover letter to Katrina Terrill, Executive Director ([katrina@friendsoffishcreek.org](mailto:katrina@friendsoffishcreek.org)) by 11:59 pm on Sunday, March 2.