

SEESA is a non-profit organization serving Seniors (55+ yrs.) in Southeast Edmonton. Our programs include recreation services, clubs, education and healthy live-long learning. As we plan to reopen our centre we need to fill some key positions.

Communication Coordinator

The Communication Coordinator is responsible for developing and providing key messages of SEESA's organization, ensuring members, stakeholders, and the community receive timely messages and updated news. The Coordinator will be responsible for developing a annual communication and marketing plan (key audiences, key messaging, communication vehicles, deliverables and timelines) for review and approval by the Board and Management. Undertaking ongoing grant research and writing.

This position is part-time, 3 days a week.

Qualifications: A degree or diploma in communications or equivalent, understanding of the senior sector.

Salary: Contract position - \$26/hour, 3 days a week, 7 hours/day.

Please submit your resume by **August 21st** to [**mom.mitchell@hotmail.com**](mailto:mom.mitchell@hotmail.com)