



EDMONTON
SENIORS
COORDINATING
COUNCIL

POSITION: Communications Assistant Summer Student

The Edmonton Seniors Coordinating Council (ESCC) plays a leadership role in empowering the Edmonton seniors' sector to become more collaborative, connected and coordinated. In its role, ESCC convenes tables of thought leaders, experts, changemakers, program developers, and grassroots activists to support older adults. These eager stakeholders come from diverse sectors and are working together to reimagine aging in Edmonton. Collaborative efforts to benefit older adults are taking place at all levels—from providing services and programming to advocating for systems-level change.

Position Overview

Edmonton Seniors Coordinating Council (ESCC) is looking for a highly motivated and creative summer student to support our active Communications department. This position will work closely with the Communications Coordinator and Administrative & Communications Specialist to develop key communications content that will bolster organizational continuity. Excellent Microsoft Office 365 skills, strong communication, and superior organization skills will be essential for success in this role.

Position Function and Key Responsibilities:

- Research and create 10 profile style articles about various senior serving or supporting organizations in Edmonton.
- Content curation and planning for social media channels (Facebook, X, LinkedIn).
- Schedule social media posts using Hootsuite.
- Develop and organize a photobank using DSLR camera (camera equipment will be provided).
- Update advance calendar on organization's website for the next year.
- Other duties shall be assigned as required.

Skills & Abilities:

- Proficiency with Microsoft Office Suite including MS Teams and office 365.
- Effective proofreading, writing and grammar skills.
- Excellent listening and verbal communication capabilities.
- Superb ability to prioritize and manage deadlines.

Although not required, the following skills or abilities would be considered an asset:

- Graphic design skills in Canva.
- Familiarity with WordPress websites.
- Experience with photography, including using a DSLR camera, and video editing.
- Practical knowledge of managing corporate social media accounts.
- Knowledge of or experience with the not-for-profit sector.



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Desired Competencies

- Detail oriented and imaginative.
- Embodies sound judgement and decision-making skills.
- Self-motivated and able to work independently.
- Excellent time management skills.
- Ability to work collaboratively as a team member.

Education (working toward a degree or diploma in):

- Communications
- Marketing
- Design
- Journalism
- Public Relations
- Or related to any of the above

This position is funded in part by the Canada Summer Jobs Program. As such, a successful candidate must meet the following criteria:

- be between 15 and 30 years of age at the beginning of the employment period,
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Must not be employed in more than one Canada Summer Job funded job at the same time.
- **International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*

Additional Information:

- Compensation: \$20/hr.
- Hours per Week: 35 hrs
- Duration of Employment: 10 weeks (work term must be completed by August 31, 2024).

How to Apply:

- Email cover letter and resume to: info@seniorscouncil.net
- All applications will be reviewed; however, only successful candidates will be contacted for an interview. A professional portfolio may be requested ahead of any scheduled interviews.
- **Application Deadline: May 12, 2024, 11:59 pm.**