

Communications Officer (CDLI)

Calgary is a complex city filled with incredible opportunities and dynamic challenges for those who call it home.

For over 110 years, Carya has worked diligently to meet the evolving needs of Calgarians by providing members of our community with the tools they need to be stronger, more connected, and more resilient.

Today we offer over 40 programs for individuals and families at all stages of life. From providing mental health support to fostering multi-generational wellness and strong families – Carya’s dedicated team of professionals plays an essential role in ensuring a vibrant and healthy future for all Calgarians.

About the Role

Start Date: June 3, 2024

Location: Village Commons, 610 8 Avenue SW | Calgary, AB

Wage: \$18.60-\$24.83/hr

Hours per Week: 35

Length of placement: 8-week placement

What You'll Do

- Support the digital communications plan:
 - Update website.
 - Support social media posts & engagement.
- Curate and create content for our digital platforms, including local stories, articles/blog posts, local community events that others may want to know about and that network members submit.
- Option to Lead or Support the 2024 Storytelling Initiative:
 - Interview 20+ residents and community members who want to share stories of anti-racism and decolonization in action.
 - Create multi-media profiles from each interview to be shared on our website & social media platforms.
- Support the Asset-Based Community Development and Anti-Racism and Decolonization Learning and Action Teams and other special projects that may be underway:
 - Formatting and branding documents to be shared as tools or guides on the CDLI website and in the e-newsletter.
 - Updating of resource lists and postings per data gathered from the network.
 - Co-hosting a community conversation/meet up on a community development topic identified by the CDLI network.

This task list is not intended to be exhaustive and other tasks may be identified from time to time.

What You Bring

- Obtained or pursuing college certificate or bachelors level post-secondary education in communications, human services, health services or other relevant fields, considered an asset.
- Academic and/or volunteer/work experience should include research, professional writing, and the use of Microsoft Office applications.
- Superb organizational skills.
- Attention to detail and the demonstrated ability to follow through on assigned tasks.
- Strong editorial skills and analytical abilities, including clear judgment and creative thinking.
- Possess exceptional interpersonal skills, including flexibility, motivation, empathy and the ability to foster productive relationships with network members, community members, colleagues and management.
- Can work independently and as part of a team and welcomes opportunities to work across diverse cultures.
- Open curiosity about community development, non-profit systems and the community services field in Calgary and beyond.
- Ability to make decisions, justify recommendations, and be responsive to emerging needs.
- Excellent oral and written communication skills.
- Ability to effectively manage and prioritize emails and calendars.

CSJ Requirements

- Be between the ages of 15 and 30 years old 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 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.

Closing Date

Until a suitable candidate is found.

How to Apply

Please submit a single PDF containing your cover letter and resume with your name as the file name.

Email your file to HR@caryacalgary.ca with the job title in the subject line.

Applications submitted without a cover letter will not be considered.

We thank all those who expressed their interest, however only those selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodations Statement, and other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check.

Carya – Nurturing the Potential in Every Calgarian.