

Flourish with Carya



Content & Engagement Coordinator

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

ABOUT THE ROLE

Location: Central Commons, 800-1000 7 Ave SW, Calgary, AB

Salary: \$49,500 - \$62,500

Full Time Regular: 37.5 hours per week

Carya is seeking a talented Content & Engagement Coordinator to bring our impact and stories to life. This role is ideal for a creative storyteller who can translate data, client testimonials, and program insights into compelling written and digital content. The successful candidate will inspire philanthropy, educate the public, and engage our community through content and events.

WHO YOU ARE

- A natural storyteller who understands how to engage diverse audiences and translate data and testimonials into compelling narratives that inspire action.
- A detail-oriented content creator with strong writing and editing skills, ensuring messaging is clear, impactful, and aligned with Carya's mission and brand identity.
- A proactive and adaptable team player who thrives in a fast-paced environment and collaborates effectively with internal and external stakeholders.
- An engaging conversationalist who is comfortable speaking about Carya through presentations, tours, and impactful anecdotes.

WHAT YOU WILL DO

Storytelling & Content Creation:

- Develop compelling stories from client testimonials, program outcomes, and organizational data to highlight Carya's impact.
- Collaborate with program teams to gather insights and create content that aligns with Carya's strategic priorities.
- Write and edit engaging content for digital platforms, print materials, op-eds, donor reports, newsletters, blog posts and annual reports.

Digital & Social Media Management:

- Under the direction of the Strategic Communications Specialist, manage Carya's social media presence by creating, scheduling, and monitoring content across platforms (Facebook, Instagram, LinkedIn, etc.).
- Respond to comments, tags, and reshare relevant posts in a timely manner.
- Ensure consistency in messaging and brand voice across all digital channels.

Events & Community Engagement:

- Support Carya's fundraising event planning and logistics, including coordinating third-party initiatives and community activations.
- Represent Carya and lead tours and volunteer engagement initiatives with corporate partners and donor groups.



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- Work closely with fund development and communications teams to ensure events align with storytelling and engagement goals.
- Capture and share live content from events to enhance Carya's digital storytelling efforts.

WHAT YOU BRING

- **Bachelor's degree in Communications, Marketing, Journalism, or a related field (or equivalent experience).**
- 2+ years of experience in content creation, storytelling, social media management, or marketing is an asset.
- Exceptional writing and editing skills with the ability to craft narratives that inspire action.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Passion for social impact work and a deep understanding of Carya's mission and values.
- Strong understanding of social media trends, analytics, and best practices is an asset.
- Experience with event coordination and stakeholder engagement is an asset.

WHY JOIN TEAM CARYA

When you join team Carya, you join over 100 passionate professionals who exemplify our values of *Respect, Kindness, Creativity, Collaboration, Belonging, Wellness*. Our employees are the heart of our organization and work collaboratively to meet the unique and evolving needs of over 40,000 Calgarians.

At Carya, we take care of our people and proudly provide our employees with:

- Exceptional work life balance including paid vacation time off, personal time off each month and office closures during the year.
- A supportive and flexible work environment that includes professional development opportunities.
- A focus on health and wellbeing including access to virtual mental and physical health supports, employer paid extended health benefits, dental benefits, an annual health spending account and Employer matched RRSP contributions.
- Recognition that people are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

The successful applicant will receive a comprehensive total compensation package including:

- Employer-paid premiums for extended health benefits and 50/50 share of dental premiums.
- Up to 7% RRSP matching.
- Annual Health Spending Account.
- Three (3) weeks paid vacation pro-rated to start date and eligible for use in the first year of employment.
- Monthly Personal Time Off (PTO) day.
- Paid office closure days between Christmas and New Year.
- Discretionary Day of Observation each year for use on a day that is of personal significance.
- Agency provided property as needed by the role.

CLOSING DATE

Until a suitable candidate is found.

HOW TO APPLY

1. Please submit a single PDF containing your cover letter and resume with your name as the file name.
2. Email your file to HR@caryacalgary.ca with the job title in the subject line.
3. 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.



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Equal Employment Opportunities, Requesting an Accommodation, 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, colour, 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 an 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

