



## Communications Specialist Edmonton Corporate Office

Do you have a passion for story telling? Are you a creative person who enjoys working in a fast-paced, diverse and evolving environment? If you answered yes, then we want you to join our team and be a part of something amazing. CAREERS: The Next Generation has been one of Alberta's best kept secrets for over 20 years, but with your creativity and expertise in communications, social media, website management, video and design, you have the opportunity to make a big splash. Let's get innovative, get outside the box and show Alberta who CAREERS is!

### Your primary responsibilities will include:

- Gathering and sharing engaging video and print stories.
- Engaging daily on multiple social media channels to increase followers, maintain a strong presence and effectively deliver key messages.
- Maintaining and making changes to the CAREERS website.
- Working with a team to execute strategic communications and marketing strategies that influence perceptions and opinions of current and potential stakeholders.
- Assisting in the production of a variety of print communications including newsletters, annual and special reports, funding proposals, program brochures and information, and material for marketing initiatives.
- Researching, analyzing data, and reporting on marketing strategies and campaigns.
- Working with a team to organize and execute a variety of events.
- Contributing to and collaborating on creative ideas to take CAREERS to the next level.

### As Communications Specialist, you will have the following attributes and qualifications:

- A degree or diploma in Communications, Journalism, Marketing or a related field.
- Experience operating a video camera.
- Knowledge of Adobe applications such as Photoshop, Premier Pro and After Effects, considered an asset.
- Graphic design skills and experience working with Adobe InDesign.
- Experience in leveraging social media as a communication tool.
- Knowledge of digital marketing tactics, such as SEO, Google AdWords, Social Media boosts, digital sponsorship.
- Excellent research, writing and editing skills across print and digital channels.
- Experience with WordPress
- Ability to multi-task, work interdependently and with a team and learn quickly.

This opportunity is open until a suitable candidate is found. Please send your resume and cover letter to [HR@nextgen.org](mailto:HR@nextgen.org). Thank you for your interest in this position, however, only those selected for an interview will be contacted.

*CAREERS: The Next Generation is a unique, non-profit organization raising youth awareness of career options and helping students earn while they learn through internship. We partner with government, educators, communities, industry, parents and students to introduce youth to rewarding careers and develop the skilled workers of the future. Our vision is for strong, vibrant communities where youth develop their paths to career success. For more information on CAREERS: The Next Generation visit our website at [nextgen.org](http://nextgen.org).*