

Director Communication

Job Title:	Director Communication	Job Category:	Communication
Department/Group:	Journalism	Job Code/ Req#:	TFADC
Location:	#513-1851 Sirocco Dr SW Calgary, AB T3H 4R5	Position Type:	part-time, job share, contract, intern
Level/Salary Range:	TBD	Date posted:	August 29, 2019
Supervisor Contact:	Dr. Shirley Steinberg, Dr. Mukarram Zaidi	Posting Expires:	Until filled
External posting URL:	www.thinkforactions.com		

Applications Accepted By:

E-MAIL: CHAIRMAN@THINKFORACTIONS.COM

SUBJECT LINE: RESUME FOR DIRECTOR COMMUNICATION

Job Description

ROLE AND RESPONSIBILITIES:

Think for Actions is looking for an ambitious individual that wants to make a difference in helping promote youth empowerment and uniting different communities. The communication director must be available evenings to work on press releases as needed for a nation report. This position involves (but is not limited to) writing, editing, and creating content for websites and different social media. This position will require the individual to write/edit research reports, create graphs and finalize letters to editors.

In ensuring the proper writing and journalism that is to represent Think for Action, the following roles are to be met:

- Reviewing and editing the articles submitted to the magazine for the summer
- Researching different topics for Platform Project Magazine
- Writing content for the magazine accordingly
- Helping the fundraising team with grant proposals
- Creating, reviewing, and editing content such as news articles, still photography and videos for web and print platforms
- Creating and processing digital content for social media platforms and websites
- Posting and promoting events through social media
- Responsible for coverage of events hosted by Think for Actions
- Establishing, managing, and interacting with local media and news outlets
- Must be available on call after hours for emergency communication releases

QUALIFICATIONS AND COMMITMENT REQUIREMENTS:

- We strongly believe intention drives motivation. We are looking for individuals who are highly motivated, passionate about the future of our youth, and able to make a firm commitment to accept responsibility to implement this program across the city.
- Grant application experience, funding application experience, and report writing are an asset.
- The candidate should also have experience working in a team environment.
- Bachelor's degree in English, Journalism, Communications or a related field.
- Familiar with writing content for different platforms and creating digital content
- Fluent in English (writing and speaking)
- Familiar with Adobe software's (Illustrator, InDesign, etc.)