

Job description – Communications Service Coordinator

The Lifesaving Society Alberta and Northwest Territories is seeking an individual who meets the Canada Summer Jobs grant criteria for the role of Communications Service Coordinator. If you are seeking a rewarding position in a team-centered environment focused on culture, growth, and continuous improvement, then the Royal Lifesaving Society Alberta & Northwest Territories Branch is looking for you!

We are seeking an individual with a social media and communications background to join our organization as our Communications Service Coordinator. With summer being a prime opportunity for public education around water safety, the Communications Service Coordinator will be responsible for providing safety and prevention messaging through mainstream and social media. Promotion of our lifesaving, lifeguarding and first aid program education will also be a large part of the job. The Communications Service Coordinator must possess outstanding written and verbal English skills, as well as interpersonal communication skills. Candidates must have excellent working knowledge of social media, Canva and Microsoft Office (Outlook, Word, Excel, PowerPoint). Access to a smart phone is required.

The successful candidate is enthusiastic, motivated, has attention to detail and the ability to work in a multi-faceted organization. The Communications Service Coordinator will directly report to the Director of Communications and Public Education and work closely with the staff team. The successful applicant will also collaborate with Society staff on organizational priorities, operations, sport and recreation activities and initiatives to support our members, affiliate delivery partners, leadership volunteers and the public.

The Lifesaving Society is a full-service provider of programs, products and services designed to save lives and prevent water-related injury since 1896. We are a leader and partner in the delivery of water safety education throughout Canada and around the world.

Key Responsibilities:

- Provide clear, engaging media content supporting water safety and drowning prevention
- Manage social media channels including, but not limited to: Instagram, Facebook, YouTube, Twitter/X and LinkedIn
- Engage with public through social media channels in a professional and friendly manner
- Assist in creating, editing, and sending Lifesaving Society communications and materials; updating website content as needed
- Attend events as required to provide social media coverage
- Assist in scheduling media requests for Executive Director and Managers
- Assist in providing reports

- Support implementation of communications strategies
- Promote National Drowning Prevention Week
- Assist with other administrative duties as needed

Attributes:

- Strong communication skills (written and verbal)
- Strong interpersonal and teamwork skills
- Strong customer service and leadership skills
- Ability to offer and receive feedback and ideas
- Excellent organization and multi-tasking skills
- Problem solving with the ability to resolve issues

Other Criteria:

- Must be at least 18 years of age
- Must be 30 years of age or younger
- High School Diploma
- Clear Criminal Record Check with Vulnerable Sector Check
- Class 5 Driver's license and access to a personal vehicle for work
- Must meet the eligibility criteria to be employed under the Canada Summer Jobs

Pre-Employment Requirements:

- Security Clearance
- Driver's Abstract
- Use of personal vehicle to attend events as needed
- Willingness to work evenings, weekends as required

Job Type: Fixed Term Contract, 35-hour week

Salary: Up to \$20.00 per hour

Benefits:

- On-site parking

Flexible Language Requirement:

- French not required

Schedule:

- Monday to Friday
- Weekend/evening availability

Work Location: In person