



The Ampersand – West Tower

1600, 144 - 4 Avenue SW Calgary, Alberta, Canada T2P 3N4

Email: stardale@gmail.com

Website: www.stardale.org

Title: Communications liaison for Stardale Women's Group Inc. Part time position

Key Job Duties:

- Assist in the development and implementation of Stardale Women's Group's mission and vision
- Design and coordination of digital assets, marketing collateral, presentations, social media graphics, etc.
- Manage Stardale Women's Group's newsletter on Mailchimp
- Assist with a wide array of marketing administrative tasks
- Support with social media campaigns and strategies
- Support with digital marketing including website maintenance
- Other duties and tasks as assigned

Qualifications and Experience:

Diploma or bachelor's degree in Marketing, Business, or Communications.

- Experience with Adobe Creative Cloud: Illustrator, InDesign, Photoshop
- Experience with Canva
- Experience with Squarespace, Vimeo on demand and other website platforms
- Experience with research using data analytics software such as Google Analytics
- Experience with Instagram, Facebook, and Twitter
- Experience with MailChimp

Skills and Knowledge

- Working knowledge of traditional and digital marketing, content marketing, and social media marketing
- Proficiency in editing and formatting
- Working knowledge of HTML, Search Engine Optimization (SEO), an asset
- Proven experience with a wide range of marketing functions, including communications, public and government relations, branding, digital marketing, and social media

- Excellent communication skills: written and verbal skills, organization abilities and proven attention to detail
- High degree of initiative and the ability to work independently or collaboratively in a team environment
- Excellent time management skills with the ability to multitask and prioritize work to meet tight deadlines

To apply: Please forward resume with cover letter to stardalecharity@gmail.com