



**Fort Edmonton Foundation
Communications Specialist - Summer Student**

Application Deadline: May 9, 2022

Job Type: Temporary, Full-Time (35 hours per week)

Duration: 10 weeks (June to August 2022)

Wage: \$20/hr

Eligibility Requirements:

- Must be between the ages of 15 & 30.
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act who is legally entitled to work in Canada.

The Fort Edmonton Foundation is a charity in Edmonton that raises funds, with community support, to bring capital projects and other initiatives to Fort Edmonton Park.

We are seeking an ambitious, organized, and enthusiastic summer student to support the marketing and communications activities of our Foundation. Our office is located in Fort Edmonton Park and we are getting ready for an exciting summer season at Edmonton's living history museum in our beautiful river valley. This opportunity also includes an ability to work remotely as well as in the park.

Reporting to the Marketing and Communications Director, the Communications Specialist – Summer Student will support the marketing and communications department with planning, implementing, and monitoring marketing initiatives for the Foundation. This is a great opportunity for a student currently enrolled in post-secondary programs such as marketing, communications, digital marketing, social media, or business management.

Tasks and Responsibilities:

- Assisting with marketing and communications initiatives to support Foundation events
- Writing, editing and proofreading content for a variety of communications platforms
- Monitoring and posting on social media channels
- Attending committee meetings for events and initiatives where appropriate
- Organizing and segmenting contact lists
- Developing creative concepts for Foundation initiatives
- Provide administrative and project support for a variety of marketing and communications projects
- Other duties as required

For further information about the Fort Edmonton Foundation, please visit www.supportfortedmonton.com

Please send your resume and cover letter to jody.hrabiwchuk@edmonton.ca by May 9, 2022.