

**Provincial 4-H Summer Communications and
Marketing Assistant (1 position)**
Reports to 4-H Section Specialist (Edmonton)

The Provincial 4-H Summer Communications and Marketing Assistant will work with 4-H staff to assist with the development and delivery of communications resources, promotional and marketing tools with minimal supervision from the Communications and Marketing Specialist. This position is suitable for applicants who are proficient in the Communications field. Preference will be given to applicants who have experience and/or background with 4-H. Length of employment will be from approximately May 1, 2017-August 25, 2017. Weekend and evening work may be occasionally required.

Position Responsibilities

This is a dynamic job with varied responsibilities, including but not limited to:

- Assisting with updating website materials, along with creation and design of web pages;
- Assisting with writing and posting 4-H Alberta Facebook and Twitter updates;
- Coordinating promotional information and documents for distribution to clients;
- Preparing and assisting with print resources (editing, graphic design and layout);
- Preparing reports using the 4-H database for use in program and project research;
- Communicating with clients.

Position Requirements

You must have completed one year of post-secondary education in a related field, such as: Communications, Marketing, Graphic Design, or Public relations. Be returning to post-secondary education in the fall. You must have a valid Class 5 driver's license.

The following will lead to success in this position:

- Excellent writing and proofreading skills;
- Excellent social media experience;
- Effective research skills;
- Experience with Microsoft Office and the Adobe Suite family, specifically InDesign;
- Ability to work well independently with limited supervision;
- Professional conduct;
- Strong interpersonal skills and attention to detail.

To apply, respond to this posting with your resume, cover letter, and professional portfolio, or send your application to:

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DEADLINE: MARCH 26, 2017