



**JOB POSTING: Communications Assistant**

**Closing Date: April 1, 2023**

**Term – May 1-September 1**

**Organization: Alberta Whitewater Association**

**Work Location: Alberta**

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**POSITION OVERVIEW:**

The Alberta Whitewater Association (AWA) is seeking an outstanding candidate to provide communications support to the organization in order to connect with members, clubs, partners and the public.

**BACKGROUND:**

Established in 1972, Alberta Whitewater Association is the Provincial Sport Organization dedicated to supporting whitewater sport and recreation in Alberta. Our vision is ***Exceptional Whitewater & Paddle Sports Experiences***. With 20 clubs around the province, three discipline specific organizations, and many partners, ***AWA connects, develops and advocates for whitewater and paddle sports across Alberta.***

The Executive Director is based in Calgary, but the position is open to anyone living in Alberta. Some on-site activities will be needed, which requires the ability to travel.

**COMMUNICATIONS POSITION SUMMARY:**

Reporting to the Executive Director, the Communications Assistant is responsible for supporting digital and in-person communications.

Specific responsibilities include:

- Social Media
- Newsletters
- Website Maintenance
- Collaboration with partners such as clubs, disciplines & commercial membership
- Promotions

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- Ensuring that all communication and engagement is done in a manner that demonstrates cultural and historical awareness and sensitivity, and an enjoyable, inclusive and supported experience for all participants
- Working within a budget to develop and facilitate engagement and collaborative opportunities between community leaders, club administrators, commercial members, and recreational area operators
- Event promotion - Working with the AWA team and community members to coordinate and lead special events and communicate these externally.
- Facility promotion – Kananaskis, Harvie Passage, etc

### **SKILLS AND QUALIFICATIONS:**

#### **Qualified candidates for this position must possess:**

- Diploma or equivalent relevant work experience
- Drivers License
- Standard First Aid
- Strong communication skills
- Experience with various digital platforms and/or ability to learn them quickly
- NCCP certifications are an asset
- Demonstrated cultural and diversity awareness
- Ability to convey, listen to and interpret cultural information and opinions of diverse audiences with professionalism and sensitivity
- Ability to show personal leadership within the position, through goal setting, delegating work and meeting timelines consistently

This job requires travel, a clean Criminal Record Check including Vulnerable Sector.

### **LOCATION:**

The ideal candidate will live in Alberta. All work-related travel will be covered. A variety of home-base locations will be considered, and flexible working arrangements can be made. This position will require some travel.

### **TERM AND COMPENSATION:**

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This is a Canada Summer Jobs supported position. The hourly wage for this position ranges from \$18-20 per hour, commensurate with experience. Flexible working hours & holidays TBD.

**HOW TO APPLY:**

If you are interested in applying for this position, please send your resume and cover letter to [admin@albertawhitewater.ca](mailto:admin@albertawhitewater.ca), with “Communication Assistant – your name” in the title.

**While we thank all applicants for their interest, only those selected for interviews will be contacted.**

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Alberta Whitewater Association provides equal opportunity to all employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We are a family-friendly organization that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a youth-supporting organization. Our recruitment and selection process reflect our commitment to the safety and protection of the youth in our programs. The successful candidate will be required to provide a satisfactory vulnerable sector check and Safe Sport training as a condition.

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