

Coordinator, Communications & Marketing- Logistics Support

Full-Time Permanent

About EHS

The Edmonton Humane Society has been an animal welfare leader in the Edmonton community since 1907. We are a safe haven for thousands of animals in our care each year. EHS plays a key role in the Edmonton region by enriching the lives of people and their companion animals not only through our sheltering, but through our programs, services and community engagement.

The Role

The *Coordinator, Communications and Marketing, Logistics Support* is responsible for the tools, technology and design/content expertise which supports the successful implementation of all communications and marketing strategic and operating plans of the organization.

The ideal candidate will find success in this position, by delivering results across mediums in a timely, efficient, and effective manner.

Key Roles & Responsibilities

This position is responsible for a variety of duties as follows:

- Ensure communications are in line with the EHS branding standards and style (e.g., logo, colors, terminology, templates and tools)
- Design and coordinate production of graphics and materials (e.g. business cards, ID cards, name plates, email signatures, posters, signage promo items, swags and campaign materials)
- Update and maintain:
 - content for website, intranet, apps, programs and interface with ADP
 - digital sign, digital wall, digital forms
 - stock and custom photo banks
- Produce communication (e.g., emails and newsletters)
- Administer SEO and paid digital online advertising (e.g. Google AdWords, PPC and paid social media ads)
- Liaise with designers, photographers, videographers and printers for production of materials

Education & Requirements

- Diploma or degree in a communications or related field (communications, advertising, public relations, graphic design, technology)
- Minimum two (2) years of experience delivering creative and digital communications services across a full spectrum of traditional and new media for internal and external audiences
- Experience with graphic design software (Adobe Creative Suite, Canva), CMS (WordPress), email marketing platform (MailChimp), form builders (JotForm), Microsoft Office Suite, project management software is an asset
- Experience with photography and/or videography is an asset



Skills & Abilities

As the ideal candidate, you will have a passion for creativity and technology. You are a communications professional with strong design and writing skills and thrive on building and maintaining internal and external relationships.

In addition, you will possess excellent project management and organization skills and enjoy working independently but alongside of an exceptional and dedicated team.

Compensation/Hours

Compensation: EHS offers a competitive not-for-profit compensation package which includes a comprehensive benefits package, and a strong work-life balance.

Hours: 40 hours a week; however, is expected to work hours as required to fulfill department responsibilities and some evenings and weekends may be required.

How to Apply:

If you are looking for a rewarding career in an exciting fast paced environment, then we invite you to forward your resume and salary expectations, in confidence, by email to hr@edmontonhumanesociety.com

The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.