

YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office: #300 – 17403-105 Avenue
Edmonton, AB T5S 2G8

EMPLOYMENT OPPORTUNITY: Communications Assistant/Special Events Coordinator

The Communications Assistant/Special Events Coordinator will report directly to the Communications Manager and play a pivotal role in planning and coordinating special events hosted, co-hosted, or supported by the Yellowhead Tribal Council. This position entails contributing to creating communication and promotional materials, as well as managing social media and website updates and maintenance.

QUALIFICATIONS:

- Completed or working towards a diploma or degree in a related field.
- Minimum of two years of experience in special event planning or communications.
- A combination of education and experience will be considered.
- Excellent verbal and written communication abilities; adept at crafting materials and interacting with the public.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), internet skills, Google Workspace, and various social media platforms.
- Experience with graphic design and content creation and familiarity with camera and production equipment are considered beneficial.
- Experience updating social media and websites.
- Ability to manage multiple tasks and projects with high attention to detail and deadlines.
- Highly motivated, energetic, and capable of working independently or as a team.

RESPONSIBILITIES: The duties encompass flexibility and responsibility, promoting innovative thinking while adhering to reasonable guidelines. These responsibilities include, but are not limited to:

- Coordinate and execute the planning of special events hosted, co-hosted, or supported by the Yellowhead Tribal Council.
- Develop and maintain digital promotional and marketing materials for Yellowhead Tribal Council's social media platforms and websites.
- Provide logistical support for event planning, including venue scoping and booking, food orders, meeting attendance and booking, support, relationship building, and meetings.
- Assist in developing event documents in consultation with the communications manager to support organization and marketing efforts.
- Provide general administrative support by attending team meetings, coordinating event planning meetings, and managing agendas and meeting notes.

WORKING CONDITIONS:

- Work from 8:30 am to 4:30 pm, Monday through Friday.
- Must have a reliable vehicle and valid driver's license for occasional local travel related to events and meetings.
- Regular use of computers and camera equipment.
- May be required to climb three flights of stairs (with our office on the third floor).

Salary will be determined according to qualifications and experience.

Salary range: TBD.

Please forward a cover letter and current resume to Joy Sandy.

Email joy.sandy@ytcadmin.ca and/or fax to 587-524-0181 or drop off at the sub-office address.

This employment competition will close on **May 31, 2024**. Please note that only candidates who meet the specified criteria will be contacted. Thank you for your understanding.