



## **Digital Communications Coordinator Full time Permanent (38.75 hours/week)**

Calgary Health Foundation is a philanthropic organization established in 1996 to unite donors, hospitals, health care providers and community partners with the ambitious aim of revolutionizing health outcomes. Together, we continue to transform lives by establishing extraordinary health programs — early stroke intervention, a world class urology clinic and brain institute, precision neonatal care and advanced trauma centres. Through collaboration, unrelenting persistence and a sharp focus on care, wellness and research, we are unyielding in our efforts to ensure Calgarians receive the most progressive health care in the world — because our loved ones and yours deserve nothing less.

### **THE ROLE**

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Receiving day-to-day guidance from the Director of Digital Engagement, the Digital Communications Coordinator will be part of a fast-paced, full-service digital marketing communications team that supports the fundraising initiatives of Calgary Health Foundation. The coordinator will work as part of a team that is specifically responsible for external & internal communications, social media, digital marketing, events, design, media relations, publications, video production and other projects.

### **KEY RESPONSIBILITIES**

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- Assist in the management of Calgary Health Foundation's digital media presence
- Support the digital media properties and ensure content integration across platforms
- Manage the social community and content calendar
- Develop online communications tools, including web and social media content
- Create compelling graphics for digital platforms that align to the brand
- Stay current with marketing trends and other areas affecting the fundraising business
- Assist with research and marketing communication measurement
- Participate in weekly team meetings
- Develop work-back calendars and progress reports
- Organize and maintain the team's digital library and file archives
- Provide administrative support, as needed
- Perform other duties, as assigned

### **EXPERIENCE, SKILLS AND QUALIFICATIONS**

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- Post-secondary education in public relations, communications, marketing and/or journalism
- Experience in digital communications, social media marketing, or related field

- Experience with photography and graphic design, including a working knowledge of Adobe Creative Suite and related graphic design software
- Experience with web content authoring
- Proficient with Microsoft Office products – Word, Excel, PowerPoint and Outlook
- Familiarity with digital analytics and measurement

### **ATTRIBUTES AND ABILITIES**

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- Excellent oral and written communication skills
- Professional and personable
- Strong project management, organizational and time management skills
- Logical, work-oriented and analytical; a critical thinker
- Attention to detail is essential
- High energy, flexible and able to take initiative and work both independently and as part of a team

### **WORKING CONDITIONS**

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- Primarily sedentary work at a computer
- May require work outside of regular business hours in support of events and special projects.
- This role may require travel to various hospital sites, meetings and community events.

### **APPLICATION INFORMATION**

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Salary Range: \$55,000 - \$60,000 per year

Please note that all Calgary Health Foundation employees are required to provide proof of full COVID-19 immunization upon hire as a condition of employment.

We thank all applicants for their interest in this role and Calgary Health Foundation; please note that we will only be contacting candidates selected for an interview.

To explore this opportunity further, please send your resume and cover letter, in confidence, no later than July 8, 2022 to:

Rosaline Akinokun  
Manager, People Services  
[rosaline.akinokun@calgaryhealthfoundation.ca](mailto:rosaline.akinokun@calgaryhealthfoundation.ca)