Alberta Lacrosse Association

Enhance character, community, and culture through lacrosse.

COMMUNICATION ASSISTANT

The ALA is now searching for a qualified individual to function as a Communication Assistant.

The successful individual will provide communication and marketing support for the day-to-day operations of the ALA which include, but are not limited to, reflecting the brand (i.e., the "voice") of the Alberta Lacrosse Association (ALA) on all forward-facing ALA publications including all digital platforms (i.e., social media, websites, newsletters), sport programming publications generated by the ALA Staff (e.g., the Technical Team), and internal documents. The core objective of the Communication Assistant is to providing clear, concise, and timely development and delivery of ALA marketing and communication initiatives.

The Communication Assistant works with, and reports directly to, the ALA Executive Director. Occasional travel within Alberta may be required.

STATUS:	Full-time four-month contract, May to August 2023*.
LOCATION:	Home-based within Alberta.
COMPENSATION:	$18 - $20 per hour.
APPLICATION DEADLINE:	April 7, 2023

*This position is funded by the Canada Summer Job Program. Canada Summer Jobs criteria states the successful candidate mush be:

- Between 15 and 30 years of age at the start of the employment.
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act.
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International participants are not eligible. Recent immigrants are eligible if they are Canadian citizens or permanent residents.

Offer of employment will be subject to the ALA receiving the Canada Summer Job funding.

EDUCATION AND SKILLS:

The following criteria will be used to identify potential candidates:

- Certificate or Diploma in a marketing or communications field or relevant real-world experience.
- Proficient knowledge of Microsoft Office and Google productivity tools (e.g., Google Sheets).
- Working knowledge of social media platforms including Twitter, Facebook, Instagram, LinkedIn, and YouTube.
- Experience using graphic design platforms such as Adobe Photoshop and Canva.
- A high degree of professionalism and initiative, and the proven ability to work unsupervised.
- Strong interpersonal skills and the ability to develop and foster effective working relationships.
- Excellent oral and written communication skills.
- Effective problem-solving skills.
- Well-developed time management and organizational skills.

- Experience within the sport of lacrosse an asset.
- Experience using digital content management systems such as WordPress an asset.
- Experience using email marketing systems such as Constant Contact an asset.

CORE RESPONSIBILITIES

You will be responsible for a wide range of communication and marketing tasks including, but not limited to:

- Managing the ALA social media platforms.
- Content management for the ALA websites.
- Managing the ALA digital newsletters.
- Creating all ALA digital content.
- Developing and evolving the ALA content calendar.
- Coordinating ALA meeting logistics.
- Providing communication and marketing support for ALA Office staff.

WHAT WE OFFER

The following benefits will be offered to the successful candidate:

- Work from home.
- Flexible work schedule.
- Professional learning and development.

HOW TO APPLY?

If you're interested in joining our team, please email your cover letter and resume to info@albertalacrosse.com in PDF format (no Word or Google Sheets documents will be accepted).