



COMMUNITY FOUNDATION

LETHBRIDGE + SOUTHWESTERN ALBERTA

COMMUNITY KNOWLEDGE COORDINATOR

The Community Foundation of Lethbridge and Southwestern Alberta is seeking a dynamic, community-minded individual for a full-time, one-year term position as its Community Knowledge Coordinator.

Job Summary:

Reporting to the Executive Director, the Community Knowledge Coordinator will research and write the Community Foundation's publications, maintain its communications strategy, provide administrative support to the Executive Director, and support the overall work of the Community Foundation.

Responsibilities:

- Lead the design of the Community Foundation's annual *Vital Signs* report and *Giving Together* magazine, including: researching, writing and editing content, coordinating printing and distribution, and managing a mail-out list of stakeholders;
- Lead the design, creation, and distribution of two Community Foundation newsletters and regular "e-blasts" to relevant stakeholders;
- Maintain the Community Foundation's website and social media accounts;
- Coordinate media coverage for newsworthy initiatives, draft press releases, plan media launches, and arrange interviews;
- Participate in the planning and promotion of all Community Foundation events, including the annual Vital Signs Launch, the annual Friends of the Foundation Dinner, Grants Celebrations, and donor appreciation events. This includes but is not limited to the coordination of invitations, ticket sales, and database entry.
- Provide administrative support to the Executive Director to ensure the efficient operation of the Community Foundation office through various administrative tasks, including: processing incoming and outgoing mail, filing paper and electronic files, database management, preparing documents and reports as requested by the Executive Director, and providing support to the Board of Directors and its internal committees.

Skills and Experience Required:

- This position requires a combination of experience and education that will enable the successful candidate to excel at carrying out a wide variety of job responsibilities;
- Post-secondary education in a discipline relevant to the position, such as the Humanities, Social Sciences, or Journalism;
- Superior research and writing skills.
- A strong ability to think critically;
- Excellent written and oral communications skills, including an ability to communicate messages in a professional and engaging manner;
- Exceptional organizational abilities and time management skills;
- Strong computer skills and excellent knowledge of MS Suite programs and desktop publishing programs, such as Adobe Creative Cloud, InDesign, and Photoshop;
- Social Media experience, particularly with Twitter and Facebook;



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- A commitment to working cooperatively in a team environment with office staff, a Board of Directors, volunteers, and the general public;
- Must be available for occasional travel and occasional work outside of regular office hours, including evenings and weekends, as required.

For further information about the Community Foundation, please visit www.cflsa.ca.

Interested applicants are invited to email a cover letter and résumé with three references and salary expectations no later than **4:00 p.m.** on **February 26, 2021** to cdavidson@cflsa.ca.

Note: while initial consideration of applications will begin February 26, 2021, this posting will remain open until a suitable candidate is found.

The Community Foundation of Lethbridge and Southwestern Alberta thanks all applicants for their interest, however, only those applicants considered for the positions will be contacted.

The Community Foundation is an equal opportunity employer.