

## Position Profile

### Communications Coordinator (Student)

Calgary or Edmonton, Alberta

#### The Opportunity

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**Are you a dynamic, team-oriented professional who thrives in a fast-paced, creative environment? Do you enjoy a role where your expertise in content creation, storytelling, and strategic communication makes a real impact? If so, we want you on our team!**

As a Communications Coordinator, you'll play a pivotal role in supporting Invest Alberta's communications and Stakeholder Relations engagement efforts. Reporting to the Director of Communications and Stakeholder Relations, you'll help shape our messaging, enhance our digital presence, and support key communication initiatives that showcase Alberta's investment potential to the world.

#### Primary duties will include:

- Create and develop compelling content - including social media posts, blogs, newsletters, and website updates - to engage key audiences.
- Craft and edit high-quality articles and white papers that position Invest Alberta as a thought leader.
- Support media relations efforts, helping to coordinate press engagements and public relations activities.
- Develop engaging presentations for domestic and global stakeholders.
- Collaborate on content strategies and social media plans, ensuring alignment between the Communications team and the Marketing team.
- Refine key messages for Invest Alberta's international business development team, ensuring clarity, consistency, and timeliness.
- Manage and organize the team's SharePoint site to ensure easy access to key resources.
- Maintain and update databases for newsletters and other communication initiatives.
- Take on additional communication and content-related tasks as needed.

## Qualifications

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You have at least second year standing in your program – either a business student with a marketing or communications major, or a communications or media relations student. Your experience will demonstrate strong written and verbal communication skills, as well as proficiency and ability in MS Office (including SharePoint, Word, PowerPoint, etc.), Salesforce, and Adobe Creative Suite. You have a self-starter attitude with strong attention to detail and organization skills, including the ability to manage multiple projects in a fast-paced environment with competing deadlines.

Familiarity with social media platforms such as LinkedIn, Twitter, YouTube, and more is required. Proficiency in content creation platforms, like Salesforce and Canva, and intermediate editing skills will be considered an asset.

In addition to the above, you must be able to provide proof of enrollment at a post-secondary institution to qualify for this work term.

## About the Organization

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Invest Alberta Corporation works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

## How to Apply

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Interested in being a part of a new, dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections, apply by email, including a cover letter, resume, and salary expectations to: [hr@investalberta.ca](mailto:hr@investalberta.ca)

**Closing Date: Open until suitable candidate found.**

Anticipated Start Date: May 5th, 2025.

Thank you for your interest in IAC. Only those candidates selected for interviews will be contacted. No phone calls please. To learn more about IAC & this position please visit: [investalberta.ca](http://investalberta.ca)