



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Communications Specialist

Job ID	30-5D-A5-3B-FB-1C	
Web Address	https://careers.indigenous.link/viewjob?jobname=30-5D-A5-3B-FB-1C	
Company	Urban Systems Ltd.	
Location	Calgary, Alberta	
Date Posted	From: 2024-06-25	To: 2024-07-09
Job	Type: Full-time	Category: Creative Media and Writers
Job Salary	\$60,000.00 - \$70,000.00 Per Year	
Languages	English	

Description

At Urban, we are on a mission to build vibrant communities. Our Company Communications team is searching for a dynamic and self-motivated individual to join our growing organization as a Communications Specialist. In this role, you'll dive into exciting internal communication initiatives as well as community-focused projects that make a real impact. We are primarily looking to fill this position in our Calgary office, but we are open to hiring the right candidate who is located near one of our other offices in BC or Alberta. In this role, you will get to:

- Create captivating and compelling content for a variety of platforms and audiences, including website content, blogs, social media posts, email campaigns, and more.
- Work collaboratively with planners, engineers, and consulting teams to translate complex technical concepts into clear, concise, and accessible language for various audiences.
- Proofread and edit copy to ensure consistency, clarity, and adherence to brand voice and style guidelines.
- Use basic video and audio editing skills to produce engaging, creative, and professional multimedia materials.
- Work alongside graphic designers to develop communications and public engagement materials (e.g., fact sheets, newsletters, presentations, signage, etc.)
- Collaborate with leaders and teams across the company to develop internal initiatives and messaging.
- Assist in the planning and execution of special events (e.g., company town halls, staff appreciation, milestone celebrations, etc.)
- Monitor the impact of communications by identifying success metrics and analyzing trends and patterns in analytic reports
- Play a critical role in promoting and bolstering culture across Urban to create vibrant, inclusive communities and engage with different teams to champion our company values and principles.

Experience

The ideal candidate will have a minimum of 3 years of experience in internal corporate communications and multimedia content development. Additionally, the ideal candidate will have graduated from a Journalism, Public Relations, Communications, Marketing, or English program. The core skills, strengths, and abilities that will help you succeed here are:

- You have the flexibility to cover a range of subject matters and can produce high-quality content under varying deadlines.
- You enjoy collaborative work and creating strong, meaningful relationships with team members and colleagues.
- You are comfortable networking and conducting interviews with a variety of stakeholders to gather diverse perspectives and craft compelling stories.
- You have some experience with video, audio, and publishing tools to create engaging and interactive content (e.g., social media posts/clips, podcasts, etc.).
- You are familiar with using analytics tools to measure the effectiveness of communication strategies and campaigns.
- You are a proactive learner who continually seeks to improve your skills and knowledge by incorporating feedback and staying open to new ideas and approaches.
- You possess a service-oriented mindset with a strong focus on collaboration and pursuing win-win solutions rather

than transactional exchanges.

How to Apply

Click 'Apply Now'

If this describes your background, skills and attributes, please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life, and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: Tuesday, July 9, 2024, at 9:00 am MDT