



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:

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Job Board Posting



Careers.Indigenous.Link

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Communications and Engagement Specialist

Job ID	75-4D-64-CA-E6-84	
Web Address	https://careers.indigenous.link/viewjob?jobname=75-4D-64-CA-E6-84	
Company	Urban Systems	
Location	Calgary, Alberta	
Date Posted	From: 2019-02-05	To: 2019-02-22
Job	Type: Full-time	Category: Miscellaneous
Languages	English	

Description

About the Opportunity

Our Calgary office is looking for a Communications and Engagement Specialist to join our team on a temporary basis for a four-month term starting in May 2019. The successful candidate will be connected to a diverse group of professionals across the company, interfacing largely with communications professionals in other branches and our urban planning, graphics, and resource teams in Calgary. You will work on a wide range of fast-paced projects and initiatives across practice areas, project teams, and corporate branches. The role will entail responsibility for a variety of tasks including, but not limited to:

Drafting and reviewing communication and engagement strategies

Reviewing communications and engagement materials for quality control

Mapping out engagement processes for projects and identifying when communication is necessary or useful

Creating content for project messaging and communications

Organizing and hosting engagement events and activities (e.g.: open houses, stakeholder interviews, etc.)

Coordinating administrative details for events and project communication milestones

Recording and reviewing feedback from engagement events (e.g.: "What We Heard" report)

Writing proposal content for RFPs on a variety of projects

Exploring, demonstrating, and utilizing communication software and online tools to create engagement platforms or publicly accessible feedback tools

Travelling regionally to support projects across the company as necessary

About You

Our preferred candidate is a graduate or a 3rd or 4th year student of a communications related university program who has internship or professional experience in communications and engagement as well as online and traditional media. In addition, the following attributes and interests are considered great benefits for this role:

Familiarity with traditional media protocols and required content

Expertise with and desire to explore emerging online tools for communications and engagement

Strong written and verbal communication skills

Highly organized and self-motivated to coordinate people, timing, and events

Ability to craft content for a variety of audiences and contexts through multiple channels (e.g.: open house boards, presentations, press releases, mail-out letters, etc.)

Ability to work across disciplines and professions, including liaising with technical experts and visual/graphics teams

Understanding of public perception and importance of visual representation in engagement and communications materials, with a high standard for well-designed materials

Ability to understand the context of different types of engagement and plan engagement environments accordingly (i.e.: choices related to venue, timing of events, guests, etc.)

Previous exposure and interest in the local government and development industry is considered an asset

Ability to lift engagement materials (boards, posters, boxes, etc.) for transport between locations and venues

Valid Alberta Class 5 Drivers License or equivalent

About Us

Recognized as one of Canada's top employers, Urban Systems is an employee-owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have four decades of experience working with a variety of clients including all levels of government, Indigenous communities, commercial and residential land developers, and the natural resource sector. Our team of over 450 people, across multiple branch offices, is committed to helping build vibrant communities of all sizes.

Our Commitment to You

At Urban Systems, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. We've become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

Challenging and interesting project opportunities

A fun workplace, where hard work accomplishes great things

The opportunity to work with industry leading professionals in a collaborative environment

Ongoing career development and learning

Meaningful rewards and recognition

How to Apply

If this describes your background, your skills and your natural talents, please check out our website for more information and submit your resume and covering letter along with a completed Candidate Questionnaire (available for download on our site).

Deadline for applications: February 22, 2019