



**Events and Communications Coordinator
Job Creation Partnership Position**

Commencing as soon as possible for approximately 44 weeks (to be confirmed)

In 2018, the StFX Extension Department will celebrate its 90th anniversary. Extension's mission is to promote and advance, according to the principles of the Antigonish Movement, the economic self-reliance and social well-being of the people of Atlantic Canada through economic cooperation and education. We possess expertise in the areas of organizational, community, employment and enterprise innovation and development and we deliver capacity building programs for leaders in Nova Scotia and beyond (www.stfxextension.ca/about-extension/). Paramount to the success of this anniversary year is the role of an Events and Communications Coordinator. In addition to fulfilling its mandated work, Extension plans to host several events that celebrate successful community development and contribute to a positive narrative for Atlantic Canadians.

Under the supervision and guidance of Extension staff members, the Events and Communications Coordinator will be responsible for:

- Logistical, coordination, communications, budgeting and reporting details for all 90th anniversary celebration events
- Collecting information quickly and efficiently to present to Extension staff members
- Working within the StFX setting; knowledge of its processes is considered a valuable asset
- Contributing to the development and implementation of a communications strategy for the anniversary events
- Collaborating with others to achieve brand consistency and coordination of communications

Qualifications:

- Diploma or Bachelor's degree in marketing, public relations, journalism or a related field
- Excellent written and verbal skills
- Proven self-starter who can effectively balance priorities while working with a team
- Fine-tuned creative thinking and problem solving skills
- Familiarity Windows and Mac operating systems, HTML, Microsoft Office, Adobe Photoshop
- Experience managing websites and social media
- Ability to work effectively with multiple individuals and manage several projects at once
- Must be eligible for the Employment Nova Scotia Job Creation Partnership Program <https://www.novascotia.ca/employmentnovascotia/programs/documents/ENS-JCP-ProgramGuidelines.pdf>
- Position will be filled pending funding

Please submit applications no later than **January 31, 2018** to:

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