

Ukrainian Catholic Eparchy of Edmonton
Position Description: Communications Assistant

Type of position: <input checked="" type="checkbox"/> Temporary/ Full Time expiry date: TBD	Work duration/hours: 8 weeks at 35 hours per week Rate: \$18.00 /hour	Primary Location: Pastoral Centre 9645 108 Avenue, Edmonton, AB Travel: May require some travel within Edmonton
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Purpose: Assist the eparchial Communications Specialist with updates to the website and other social media outlets; research and develop marketing plans. This position is great for a marketing student looking for hands on working experience.

Key Objectives	Responsibilities may include:	
Website Management	<ul style="list-style-type: none"> • Assist various departments (ministries) with video, film production, editing and posting (streaming) educational and other materials to the Eparchy’s website and social media. • Assist with management of e-commerce store. 	
Marketing assistant	<ul style="list-style-type: none"> • Assist in brand audits. • Assist in marketing plans of an app. • Traditional print creation (posters and brochures). 	
Other Related Duties	<ul style="list-style-type: none"> • Provide some IT support to the Pastoral Centre staff specifically with applications related to online presence and graphic design. • Perform other duties and special projects as required. 	

Education and/or Experience:

Completion or enrollment in post-secondary studies in marketing, communications, and/or other relevant programs.

Knowledge:

Knowledge of marketing theory and market research.

Abilities:

- Excellent oral communication and written skills.
- Ability to organize and prioritize.
- Ability to work with a minimum of supervision.
- Ability to be sensitive to and maintain strict confidentiality.

*** This position may be presented as 8 weeks at 35 hours per week or may be worked part time over a longer period of time (but no more than 16 weeks).