



Content, Design and Communication Assistant

Type: Full-time (40 hours per week)
Reports to: Manager, Marketing and Communications
Direct reports: None

About Habitat for Humanity

Habitat for Humanity is one of the most well-known non-profits in the world. We help families build strength, stability and independence through affordable home ownership.

With the support of sponsors, donors, community partners and volunteers, Habitat for Humanity builds homes alongside future homeowners to provide a solid foundation for better, healthier futures.

Families purchase their homes through Habitat's affordable mortgage, where mortgage payments are geared toward each family's income level, and never exceed more than 25 per cent of their total household income. Since 1990, we have partnered with more than 300 families across southern Alberta, affecting the lives of nearly 800 children.

Habitat also operates three ReStores in southern Alberta – two in Calgary and one in Medicine Hat. Products at the ReStores are donated by businesses and individuals in the community and the proceeds from the sale of those items support Habitat for Humanity.

The Opportunity

We have an exciting opportunity within the marketing and fund development department of our Calgary office for a Content, Design and Communications Assistant.

The Assistant develops and executes marketing and communications tactics which support our fundraising and other Habitat programs, with the goal of attracting people to our programs, enhancing brand awareness and understanding, and enhancing our digital presence. This is a junior generalist role that requires both creative (writing and design) and project management abilities.

Working under the supervision of the marketing and communications manager, and as a member of the marketing and fund development (MFD) team, the Assistant has two primary areas of work – marketing support for our fundraising programs and enriching our digital presence through content creation.

Duties include: compiling and designing proposals and reports; updating web site content; posting on social media as required to promote programs and support relationships; researching, brainstorming and developing digital content such as blog posts and downloads; email campaigns; producing a quarterly digital and print newsletter; taking photographs, and supporting stewardship events.



The Candidate

This opportunity is ideally suited for a marketing communications professional who has:

- A degree or diploma in marketing, communications, or other related field
- A minimum of one year of experience in a comparable role
- Ability to write and adapt content to a variety of platforms and audiences
- Hands-on experience with content management systems – experience with HubSpot is an asset
- Ability to meet deadlines
- Impeccable spelling and grammar
- A team player with excellent interpersonal skills and a record of collaboration
- Superior organizational skills with the ability to manage multiple projects and priorities
- Basic working knowledge of email marketing and social media tools
- Basic working knowledge of InDesign and Photoshop; Illustrator is an asset
- Excellent verbal and written communication skills
- Eagerness and willingness to learn
- Ability to remain calm in busy and ambiguous situations
- Experience in photography and/or videography would be an asset

The position requires access to a reliable vehicle and the ability to work regular business hours, with occasional evenings and weekends.

Application Deadline: July 22, 2019

Please send your **cover letter**, **resume**, and **three published writing samples** to jobs@habitatsouthernab.ca with **Content, Design and Communication Assistant** in the subject line.

Habitat for Humanity Southern Alberta is an equal opportunity employer. We thank all applicants for your interest in this position. Please note that only those candidates selected for an interview will be contacted.