



## **Community Education & Awareness Coordinator (40 Hours per Week)**

The Medicine Hat Women's Shelter Society supports families and individuals who are experiencing family violence by providing them with safe shelter, education, advocacy, and access to community resources.

Duties Include (but are not limited to):

- Develop, cultivate and maintain excellent relationships with community partners.
- Promote community education presentations (workshops, in-service training sessions, agency displays, service group presentations, etc.) to schools, local businesses, community service groups, and professionals.
- Assist the community donor relations coordinator with the development and implementation of awareness campaigns.
- Coordinate presentations, annual community events the MHWSS participates in, and awareness campaigns.
- Excellent public speaking skills.
- Maintain MHWSS social media profiles, including Facebook, Twitter, and Instagram.

Our ideal candidate will:

- Demonstrate excellent public speaking skills with presentation experience. Knowledge and understanding of family violence is an asset but can be trained to.
- Be passionate about helping their community and enjoy building positive relationships.
- Be familiar with developing & implementing marketing concepts.
- Have excellent analytical, organizing, planning, time and people management skills.
- High initiative and creativity with excellent problem solving skills.
- Have excellent verbal and written communication skills and the ability to relate to varied audiences.
- Have the ability to multi-task several priority items while paying attention to detail with minimal supervision.
- Proficiency in MS Word and PowerPoint is essential.
- Valid driver's license with clean driving record.

Start date: Start ASAP

Hours of Work: Monday to Friday 8am – 4:30pm with the flexibility to work the occasional evenings and weekends to accommodate programs and services.

Rate of pay: Please indicate salary expectations in cover letter; comprehensive benefits package available after 3 months, **3 weeks' paid vacation per year**. A matching RRSP program available after 1 year of employment.

Submit your resume and salary expectation by Monday June 11<sup>th</sup> 2018 to:  
Kali Carlson at [kalic@mhwss.ca](mailto:kalic@mhwss.ca) or by fax: (403) 526-0209

Note: Position will remain open until suitable candidate is found.

All candidates must undergo a criminal record check and an Alberta Child Welfare Intervention Check showing no substantiated instances of child abuse or neglect.

*(MHWSS thanks all applicants, however, only those invited for an interview will be contacted)*