

Medicine Hat Catholic Board of Education



Competition #380
Communications Officer
1.0 FTE (Full-Time Temporary)
35 hours/per week

Start Date: Monday, March 8, 2021 or ASAP

End Date: April 1, 2021 or upon return of the absent employee

Closing Date for Applications: March 3, 2021 @ 12:00 noon

Tentative Interview dates: March 4 & 5/21

Located in Southeastern Alberta Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2500 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance the online presence of the School division & increase awareness, understanding and support of education in Medicine Hat Catholic to promote its overall goals and priorities.

Duties will include but are not limited to:

- Contribute to and oversee Social Media for the Catholic School District and 9 Schools
- Parent, Staff, Student, Public Engagement Campaigns & Initiatives
- School Based Media Releases
- Website content development and presentation
- Periodically attend District/School events/meetings both within and outside of regular business hours.
- You are key member of the MHCBE Communications Team, reporting directly to the Superintendent of Schools.

The ideal candidate should possess the following training/abilities:

- A related Degree or Diploma in Communications, Public Relations or Journalism; an equivalent combination of related education & experience may be considered.
- Excellent understanding of social media with a diverse range of computer related skills. Knowledge of Adobe Creative Suite is an asset for advertising layout & design.
- Background in graphic design, videography and editing videos
- Excellent skills in communicating, organizational skills and problem-solving and in writing, editing, planning as required.
- Proven leadership ability with a minimum of 2-4 years communications related experience is an asset.
- General knowledge and understanding of FOIP. School Board governance and Legislation relating to public bodies is an asset.

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact Mr. Chuck Hellman, Deputy Superintendent at (403)502-8352

Please reply with cover letter and resume, pastoral reference (if available) and reference contacts. Please reference the Competition # on the cover letter. A support staff application form must accompany your cover letter and resume.

Support Staff Applicant: Forms can be picked up at the board office or found online under Human Resources – How to Apply at www.mhce.ab.ca

Apply by Mail, In Person or email to: resumes@mhce.ab.ca

Cover letter will be addressed to: Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, AB T1A 8B4

Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.