

Medicine Hat Catholic Board of Education



Competition #440 (Revised/Repost) **Temporary Communications Officer 1.00 FTE – 8:00-16:00 (weekdays)** **with summer reduced to 0.50 FTE at the Catholic Education Centre**

Training: June 27-30, 2022 with Start Date: August 15, 2022
End Date: August 15, 2023, or upon return of the absent employee
Closing Date for Applications: Open until suitable candidate is found

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2700 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 schools, staff and students.

The successful candidate must:

- Reporting to the Executive Assistant in collaboration with school administrators, candidate is responsible for creating information output on behalf of the Division for various communication sites/accounts including the Division website and various social media platforms
- Administer parent, staff, student and public engagement campaigns and initiatives
- Coordinate school media relations
- Be flexible and able to adjust to shifting priorities (i.e. periodically attend school events/meetings outside of regular working hours)
- Be self-directed, independent and highly motivated with the ability to work under minimal supervision
- Possess excellent written and verbal communication skills

Qualifications and Skills:

- Diploma in Communications, Digital/Graphic Design, or Public Relations, or an equivalent combination of related education and experience is required
- Excellent understanding of social media with a diverse range of computer related skills
- Knowledge of Canva and videography 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.

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to resumes@mhcbce.ab.ca. Please reference the Competition # on the cover letter. A [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)
Great Schools – Fantastic Staff – Exceptional Student Programming

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