

## **Communications Coordinator**

The Archdiocese of Grouard-McLennan is seeking a half-time (20 hours per week) Communications Coordinator. The CC will work out of the chancery in Grande Prairie.

The Communications Coordinator for the Archdiocese:

- Is a skillful communicator who thrives on meeting people, easily engaging them in meaningful conversations;
- Has excellent written and spoken English and can clearly develop and deliver a message (same in French a real asset);
- Knows how to use technology, especially websites and social media platforms, to communicate with diverse publics;
- Is interested in developing a consistent image for communication materials, products and tools and can make the most of standard computer software to design and create them;
- Has good knowledge of the Catholic Church's structure, practices and teachings;
- Has an Alberta class 5 license and owns a reliable vehicle.

If this describes you, please send your application to Lauri Friesen, Executive Assistant, by email ([exec.agm@live.ca](mailto:exec.agm@live.ca)), fax (780-532-9706) or mail (10301 102 Street, Grande Prairie AB T8V2W2).

**Application deadline:** Friday, May 18, 2018.