

Communications Officer

The Archdiocese of Grouard-McLennan is seeking a full-time (35 hours per week) Communications Officer to work out of the chancery in Grande Prairie.

The Communications Officer for the Archdiocese is responsible for:

- **Generating Content** for internal and external media and audiences, including newspapers, newsletters, social media and websites;
- **Media management** of websites and social media platforms;
- **Designing, Producing and Managing** communications and marketing materials;
- **Leading** the archdiocese's Communication Committee;
- **Supporting** communications efforts of other internal groups; and,
- **Participating** in meetings of various groups, within the Archdiocese. (weekend/weekdays with potential travel)

The ideal candidate will have:

- A post-secondary degree or diploma in communications or related experience
- Experience and knowledge in writing, photography, and graphic design
- General knowledge of and personal commitment to the Catholic faith
- Excellent verbal and written English. Knowledge of French is an asset.
- A class 5 driver's license and reliable personal vehicle
- Excellent time management and interpersonal skills

If this describes you, please send your application to Lauri Friesen, Executive Assistant, by email (exec.agm@live.ca), fax (780-532-9706) or mail (10301 102 Street, Grande Prairie AB T8V2W2). The deadline for submissions is February 12, 2021.