



# **Alberta Council of Disability Services**

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Website: [www.acds.ca](http://www.acds.ca) Email: [acds@acds.ca](mailto:acds@acds.ca)

## **COMMUNICATIONS & MARKETING ASSISTANT**

### **Who We Are**

The Alberta Council of Disability Services (ACDS) is a not-for-profit network of community disability sector organizations in Alberta. Established in 1972, our member-driven organization works closely with the Government of Alberta and other partners, to strengthen the Community Disability Services (CDS) sector to benefit Albertans with developmental disabilities. Member support is provided through policy advocacy, training and development, accreditation, research, and building connections within and across the CDS sector.

### **What We Seek**

An innovative and creative individual with excellent written and verbal communications skills, who will help advance ACDS' strategic communications goals. Working under the supervision and guidance of the Communications and Engagement Coordinator, this position will provide support for the internal and external communication needs of the organization.

Located in Calgary, this full-time, temporary position will appeal to an energetic young professional, who understands the importance of effective communications to support organizational goals. The successful candidate will utilize and build on their strong communications and related skills, while learning about the non-profit sector and engaging in work that is making a meaningful difference in society.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Provide communications support for the ACDS 2022 annual conference: preparing promotional material; contribute to the development of, and implement the sponsorship plan; social media content and engagement; develop conference website content; and other related communications
  - Participate in conference planning sessions
  - Contribute ideas
  - Be a member of the conference planning team
  - Reach out to potential conference sponsors (customer/client service)
- Design and produce content for print, digital and web-based marketing materials for ACDS programs and services
- Develop and update information for the ACDS website
- Review current ACDS social media engagement plan and activities and provide recommendations (strategic input) for advancing work in this area
- Monitor and contribute to social media platforms
- Assist in the preparing and editing ACDS' external newsletters

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**Our Mission: ACDS is the collective voice of our members, advancing excellence and best practices, advocating for effective public policy, and championing professional disability services.**

## QUALIFICATIONS AND COMPETENCIES

- Post-secondary education or training in communications studies, marketing, advertising, or public relations
- Excellent written and verbal communication skills
- Exceptional level of attention to detail
- Strong social media engagement skills
- Graphic design experience
- Solid time management, organizational, and event coordinating skills
- Demonstrated proficiency with Microsoft office products including Excel, Word, and Outlook
- Experience with Adobe or other creative design packages will be considered an asset
- Must be between the ages of 18 and 30 years old and be a Canadian citizen or permanent resident (as per the Canadian Summer Jobs 2022 requirements)

This position will run for eight weeks in Calgary (for 280 hours of work, averaging 35 hours per week). ACDS offers \$19/hour for this position, as well as opportunities to be mentored by professional staff in a highly supportive work environment. Individuals with background experience and/or enthusiastic interest in social media, graphic design, website development, and engaging stakeholders will find this opportunity a great learning experience. Individuals who identify with any of the below underrepresented groups are especially encouraged to apply:

- Recent immigrant youth and recent refugee youth (recent is defined as having arrived in Canada in the past 5 years)
- Indigenous youth
- Black and other racialized youth
- Youth with disabilities
- Visible minorities
- LGBTQ2
- Women

E-mail résumé and cover letter to: [hr@acds.ca](mailto:hr@acds.ca).

Please state "Marketing Assistant - Student" in subject line.

**Deadline: 8:00 am on Monday, May 16, 2022**

Only candidates selected for an interview will be contacted. Please do not follow up your application by emailing, phoning, or visiting our office. Candidates will be required to bring documents to prove academic credentials. Position will remain open, and deadline may be extended until the ideal candidate is found.

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