



Communications Assistant

Summer Position

Lougheed House Conservation Society is seeking a knowledgeable, innovative, and highly motivated individual to be a Communications Assistant at Lougheed House National & Provincial Historic Site. The successful candidate will be an energetic, self-motivated, and creative person. The successful candidate will have strong interpersonal, teamwork, and communication skills as well as respect for, and the ability to work with, diverse populations. The Communications Assistant will be responsible for assisting with various communications tasks such as project planning, content generation for digital and print communications material, writing, editing, photography and videography, demographic research and community engagement.

Tasks include but are not limited to:

- Support marketing and communications functions
- Develop a communications calendar for content generation
- Research and write communications pieces including blog posts, newsletter content, marketing pieces, social and traditional media outreach, and web content
- Develop demographic and community outreach analysis to increase awareness of Lougheed House events and public programming
- Assist with public programming and outreach events (some evening and weekend work may be required)

Under the supervision of the Manager, Communications and Engagement, the candidate for this position will gain hands-on experience in project planning and implementation for communications in the nonprofit cultural sector. This will include direct experience in developing digital and print communications material, writing, editing, design, publication management, photography, and videography.

QUALIFICATIONS:

- Some university/college or training in communications, public relations, journalism, liberal arts, social sciences, or museum studies
- High level of written and verbal communications skills
- Attention to detail
- Friendly personality to be able to work with staff and volunteers in a busy team environment, but also self-disciplined to be able to work efficiently alone
- Confident working with the public
- Willingness to learn and willingness to share your knowledge to help train others
- Possess a knowledge of or interest in local history including current issues

- Exceptional organizational and time management skills
- Applicable computer skills and experience with some administration work is a must (Microsoft Office suite, Windows, email, search engines, etc.)
- Experience with developing content for social media platforms (Instagram, Twitter, Facebook) an asset
- Experience with online design platforms such as Canva, as well as creative skills such as still photography and videography an asset
- Criminal Record Check

IMPORTANT NOTE:

This is a position dependent on grant funding from Young Canada Works and Canada Summer Jobs. Applicants must fit the criteria of the Young Canada Works Program and the Canada Summer Jobs Program.

To be eligible for YCW and CSJ, individuals must be a current student or recent graduate who must:

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible;
- Be legally entitled to work in Canada;
- Be between 16 and 30 years of age at the start of employment;
- Meet the specific eligibility criteria of the program for which you apply;
- Be registered in the YCW online candidate inventory;
- Be willing to commit to the full duration of the work assignment;
- Not have another full-time job (over 30 hours a week) while employed with YCW.

WAGE: \$18/hour

APPLICATION:

Please send cover letter and resume via email to info@lougheedhouse.com with “Communications Assistant Application” in the subject line by **Friday, March 31**. We thank everyone who applies for their interest, but only applicants selected for an interview will be contacted. No phone calls, please.

Lougheed House was built in 1891 and is a Provincial and National Historic Site. Located in the Beltline district of Calgary amid several acres of heritage gardens and green space, the House is an accredited museum and significant Calgary landmark. It features a regular exhibition program, hosts events, tours, and learning opportunities for visitors of all ages. Lougheed House acknowledges with gratitude that we live, work, and play in Treaty 7 territory and the Métis homeland.