



## Communications and Technology Administrator

### The Alberta Mentoring Partnership

The Alberta Mentoring Partnership (AMP) envisions an Alberta where mentoring relationships help young people thrive. The AMP is comprised of community agencies, government ministries, government-funded organizations and community members whose goal is to raise the profile of mentoring in Alberta for the purpose of improving the lives of children and youth.

### About the Communications and Website Administrator Position:

- **Location:** This position will work under a hybrid model with the expectation of a minimum of 2 days from an assigned office and the alternate days from a home office.
- **Duration:** The position is a 1.0 full-time (37.5hrs/week) temporary contract until August 31, 2023. This is a temporary contract, with the possibility of extension.
- **Salary Range** – \$56,000-\$61,000 annually

### Key Responsibilities will include:

- **Website, Design & Technology Administration:**
  - Managing, posting and revising website content, including designing landing pages for marketing campaigns, tools or new online resources and performing software updates.
  - Maintaining and administering the online training platform including assisting with additional modules and providing user support.
  - Assisting in the development and post-production of AMP Podcast and Webinar training sessions.
  - Designing internal and external documents, newsletters and presentations.
- **Data Collection and Analysis:**
  - Creating and maintaining data systems, as well as organizing and streamlining data from users of on-line training and website applications.
  - Generating and analyzing on-line data and providing any required reports.
  - Creating and administering surveys and interpreting results to inform evaluation and decision making.
- **Online Media Marketing:**
  - Managing, posting and procuring content for social media channels.
  - Designing and assisting in the development of digital newsletters and other digital mailouts.
  - Planning and designing the online portion of the marketing and communication campaigns.
  - Designing marketing and communication campaign assets.
- **Logistics Support:**
  - Supporting administrative duties for the Provincial Coordination Team and AMP Staff.
  - Coordinating requests and other inquiries made to the AMP from partners and the public.



**The Ideal Candidate Will Have the Following:**

- **Education:** Post-secondary education with an emphasis on digital communications and/or marketing and graphic design.
- **Experience:**
  - Proven web and digital communications expertise including social media campaigns, newsletters, online training, and webinars (Technical knowledge and competency in web authoring languages, tools and design software such as: HTML, CSS, Content Management Systems (such as WordPress), Learning Management Systems (such as Moodle), the Adobe Creative Suite (Adobe Photoshop, Adobe Illustrator & Adobe In-Design).
  - Exceptionally strong organizational, interpersonal and communications skills (both written and verbal).
  - Project coordination expertise, experience creating work plans and managing deadlines.
  - Marketing and communication background/experience.
  - The ability to work independently and take initiative while still being a strong team member.
  - Knowledge of Alberta community agencies and organizations involved in mentoring or related activities is an asset.
- **Transportation** – Valid Driver’s license and access to a vehicle. Ability to travel within Alberta.
- A clear police information check and child and youth intervention screening that is less than 6 months old.

Please forward your resume via email by **January 20, 2023** to:

[AMPhiringapplications@albertamentors.ca](mailto:AMPhiringapplications@albertamentors.ca)

NOTE: All candidates must include a cover letter along with their resume.