



<b>Position:</b>	Summer Student: Communications Coordinator
<b>Reports to:</b>	Director, Marketing and Communications
<b>Position Group:</b>	School Operations
<b>Term:</b>	Summer term: 8 weeks – June-August

## Overview

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

STS is seeking a summer student for our Communications Coordinator position.

## Detailed Job Description

The Communications Coordinator has the vital role of helping to tell Strathcona-Tweedsmuir School's (STS) story and value proposition through a variety of mediums. The Communications Coordinator will support a wide variety of activities on the STS Communications and Marketing team, as part of the Community Relations department, in preparation for the upcoming school year and marketing/enrollment recruitment cycle in the Fall. This position will provide a broad range of portfolio building experiences for an individual pursuing a career in communications and/or marketing. The Communications Coordinator is keen to gain experience in their field and be a part of a highly functioning team, and is passionate about storytelling and building relationships using creative strategies and mediums. This position is located at the school.

## Core Areas of Responsibility

- Organize digital photography and videos.
- Social/digital media support.
- Write editorial stories for blogs, social media, and other mediums.
- Event support.



- Print publication editing support.
- Website editing support.
- Other communications-related duties as needed.

## Requirements and Qualifications

- Highly organized and diligent.
- Proficient technical skills with digital communications tools and social media.
- Highly effective communicator (written, oral, visual, and interpersonal).
- Ability to develop relationships and collaborate with a team.
- Strong project leadership skills and ability to work with minimal management at times.
- Manage multiple projects at once and deliver on deadlines.
- Highly creative and willing to integrate creativity into existing and new projects.
- Maintain tact and professionalism in handling sensitive and confidential information.
- Creative problem-solving abilities and strategic thinking.
- Focus on customer service.
- Willingness and ability to learn and try new technologies and platforms.

## Application Instructions

Applications must contain a cover letter, your resume, the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application via email to [careers@sts.ab.ca](mailto:careers@sts.ab.ca) with the position noted in the subject line. Please do not send documents via OneDrive or other cloud-based services and please do not send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.