

## **Society for Christian Education in Southern Alberta**

The Society for Christian Education (SCESA) has been operating Immanuel Christian Schools since 1962, providing quality Christian Education for families for over 60 years. Our commitment and mission is to provide a Christian environment in which God calls His children to develop and use their gifts for joyful service in His Kingdom.

Immanuel Christian Schools (ICS) operates two campuses, an Elementary and Secondary School in Lethbridge, Alberta, providing education to approximately 550 students. We are an independent Society operating as an Alternate School within Lethbridge School Division.

### **POSITION DESCRIPTION (0.5 FTE):**

The Communications Officer reports to the Executive Director and is responsible for communication with Society members and promotion of the mission of the Society. This is a part-time position, approximately 20 hours/week during the regular school year.

### **RESPONSIBILITIES:**

#### **Communications**

1. Promote the mission of Immanuel Christian Schools, using a variety of channels, seeking new and creative methods of promotion and networking.
2. Work alongside the Executive Director in building connections with local churches and preschools.
3. Maintain SCESA website and social media platforms, promoting SCESA schools and keeping SCESA members and ICS alumni updated.
4. Design and produce promotional materials as needed, including school brochures, registration posters, event invitations, church flyers, etc., as well as managing all promotional/branded items.
5. Work alongside the Executive Director in creating, preparing and distributing communications to SCESA members, including the monthly Society Journal, event announcements and Society information.
6. Take photographs of Society events and any school events related to Christian education.
7. Have oversight of the creation and completion of the annual ICS yearbook, including photography & design.
8. Maintain all Freedom of Information & Protection of Privacy (FOIP) requirements.

#### **General**

1. Provide support to the Executive Director as required.

2. Provide support as needed for Society events, including the Fall Fundraiser, Friends of Immanuel Dinner, and annual Society meetings.
3. Other tasks and duties as assigned.

## **QUALIFICATIONS**

The successful candidate will:

- Have knowledge of and passion for Christian education.
- Have a degree/diploma in Communications, Journalism, Public Relations or a related field; related experience may be considered in lieu of education.
- Have experience and knowledge in copywriting, proofreading, and editing for all media platforms.
- Proficiency in Microsoft Office, Canva and Google.
- Have proven social media and networking expertise.
- Have good written, oral, and interpersonal communication skills.
- Have good attention to detail and ability to prioritize work tasks across a diverse set of people and multimedia platforms.
- Have a good understanding of Freedom of Information Privacy (FOIP) and other relevant regulations.
- Be highly motivated, be able to work independently, with a commitment to excellence.

For more information, please contact Monica Loewen, Executive Director, at [director@immanuelcs.ca](mailto:director@immanuelcs.ca) or 403-327-4223. If you are interested in applying for this position, please email your resume with cover letter to [director@immanuelcs.ca](mailto:director@immanuelcs.ca).