

Sherwood Park & District Chamber of Commerce

COMMUNICATIONS & MARKETING SPECIALIST

The Sherwood Park & District Chamber of Commerce is a member-driven organization that provides value to its 1000 plus members as a place for business to meet, learn and speak. In conjunction with the Executive Director, the Communications & Marketing Specialist will develop and execute a communications strategy to position the Chamber as a "must belong to organization" and "the voice of business" in the Sherwood Park area. The plan will include effective communication of all Chamber activities to our stakeholders as well as producing existing and potential new marketing pieces.

Duties will include:

- Support of all areas of the Chamber to ensure effective and collaborative communications strategies are in place
- Consistency of the Chamber brand in all communications
- Design of promotional materials and advertising for all Chamber events and activities
- Management of communications for our social media sites
- Coordinate and sell the Member Directory
- Coordinate the Chamber Spotlight
- Coordinate the Chamber Business Connection
- Develop newspaper ads for events throughout the year
- Contribution to the development of communications for our e-newsletter and website and creating presentations and correspondence to government and community stakeholders
- Working with a team approach on collaborative projects with fellow staff and volunteers, as well as acting as an ambassador for the Sherwood Park/ Strathcona County business community

Skills & Abilities required for success in this position:

- Working experience with Adobe InDesign CS6, Facebook, LinkedIn, Twitter, Instagram & YouTube
- Computer Program literacy and proficiency in MS Word, Excel, Outlook, & PowerPoint
- Strong communication and people skills
- Knowledge of the Sherwood Park/Strathcona County business community

This employment opportunity is a full-time position; Monday to Friday with occasional evening and weekend event responsibilities. Interested candidates are invited to forward their cover letter and resume by email to:

Todd Banks, Executive Director

tbanks@sherwoodparkchamber.com

Closing Date: **Friday, August 27, 2021 at Noon**

We thank all interested applicants, however, only those selected for an interview will be contacted.