



Job Title: Community Grant Implementor (Summer Internship)

Department: Engagement

Overview

You're a dynamic creative force poised to breathe life into new brands and programs from inception. With a fusion of graphic artistry and compelling language, you excel in distilling complex ideas into clear, impactful messages. Your repertoire includes crafting communication plans, designing collateral, and crafting captivating WordPress websites.

As a self-starter, you thrive on nurturing seed ideas into full-fledged campaigns that captivate audiences. Your versatility allows you to seamlessly integrate others' visions into your creative process, enhancing and amplifying their concepts with your unique touch.

Duties:

1. Design a logo and colour palette for a new program within the Federation
2. Develop a communications plan for the launch of the program as well as the social media collateral
3. Develop a webpage for the program along
4. Explore and implement a creative program application process that extends beyond a written application
5. Engage an advisory committee for feedback on your work to ensure it resonates with the target audience.
6. Develop a virtual storytelling portal and process to demonstrate the work's impact.
7. Prepare and provide summary reports as required
8. Perform other duties as required.

Qualifications:

- Enrolled in or recently graduated from a relevant program, such as Information Design, Communications, or Marketing
- Demonstrated passion for arts, design, and climate change.
- Ability to think creatively and incorporate ideas of others

- Energetic, solution-oriented, and approachable with strong interpersonal skills.
- Excellent organizational skills with the ability to effectively manage multiple tasks and deadlines.
- Proficiency in design software such as WordPress, Adobe, and Canva
- Strong design and written communication skills with a demonstrated writing ability in plain language.
- Comfortable working both independently and collaboratively in a team setting.

HOURS OF WORK:

35 hours per week. June 17 to August 24, 2024.

General office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to noon Fridays. Evening and weekend work will be required.

SALARY:

\$20-22 per hour.

Deadline:

Application Deadline: April 30th, 2024

If you meet these qualifications and are excited about the opportunity to contribute to engaging Calgarians in Climate Action, we encourage you to apply! Please submit your resume and a cover letter detailing your relevant experience and why you're passionate about this position.

Please provide your resume, cover letter and a link to your portfolio to:

Leslie.evans@calgarycommunities.com