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**Placemaking Communications & Marketing Coordinator**

**Location:** Calgary, AB
**Start Date:** October 2025
**Term:** 3-year contract with opportunity for extension
**Schedule:** 35 hours/week, half-day Fridays, in-office with hybrid/off-site options; some evening and weekend work required
**Compensation:** Salary commensurate with experience; full benefits after 3 months

Are you passionate about **placemaking, community building, and creativity in the public realm**? The Federation of Calgary Communities is launching an exciting new Placemaking Program—and we’re looking for a dynamic Communications & Marketing Coordinator to help bring it to life!

This is a unique opportunity to shape how Calgarians build vibrant spaces—pop-up parks, murals, markets, and local activations.

**What You’ll Do**

* Develop and implement strategic communications plans to support placemaking initiatives, ensuring alignment with Federation branding and objectives.
* Create digital and print content—including newsletters, blog posts, press releases, and contributions to the Get Engaged newsletter, funder, and annual reports.
* Launch and maintain a program website, keeping it updated with highlights, opportunities, and events.
* Collect, analyze, and report on analytics and metrics to inform marketing and communications strategies.
* Maintain and promote a centralized calendar of key dates and deadlines.
* Coordinate media outreach and collaborate on news releases with Federation colleagues.
* Work on promotional materials and branded content for programs and events.
* Help develop strategies to boost visibility, engagement, and economic sustainability.
* Plan and execute program launches and anniversary celebrations; support logistics for community workshops, pop-ups, and events.
* Assist in partnership building, sponsorship proposals, contract tracking, and relationship management.
* Prepare reports and contribute to resources, templates, and guides.
* Update the CRM database daily and support Federation events and administrative needs as required.

**Who You Are**

* A confident storyteller able to engage a variety of audiences.
* Skilled in graphic design and content creation (Canva, Adobe, Instagram, websites).
* Great at photography, video editing, or motion graphics.
* Proficient in WordPress, Mailerlite, and social media including analytics. Organized and detail-oriented, with the ability to manage multiple projects.
* Comfortable working independently and as part of a collaborative team.

**Bonus Points**

* Experience in community engagement, urban design, or event production.
* 2–3 years of communications and/or marketing experience (nonprofit, community, or arts sector preferred).
* Enthusiastic about public spaces, creative community building, and making things happen.
* Passion for placemaking, civic design, or grassroots community development.

**Perks of Working With Us**

* Join a mission-driven organization dedicated to vibrant, connected communities.
* 35-hour work week with half-day Fridays.
* Full benefits after 3 months.
* Help shape an exciting new initiative transforming Calgary’s public spaces.

**How to Apply:**
Send your resume and a short (max 1 page) cover letter along with salary expectations, showing why you’re a great fit to adam@calgarycommunities.com by September 22, 2025. Include links to any relevant portfolios or writing samples if available.

The Federation of Calgary Communities is committed to equity, inclusion, and diversity. We encourage applications from people of all backgrounds, identities, and lived experiences. Only shortlisted applicants will be contacted.