



Canada Summer Jobs Opening

Job title: Communications Specialist

Company: Webber Academy

Department: Marketing and Communications

Date: Last week of April to Early first week of September 2023

Overview:

Webber Academy is one of the top private schools in Calgary for students from Junior Kindergarten to Grade 12. Located in the South West of Calgary overlooking the mountains, Webber Academy offers a unique and incredible work environment to develop your craft, hone your communications skills, and enjoy each workday as a contributing member of this positive organization. As the Communications Specialist, you will be a key member in editing and producing the marketing and communications materials for the school. You will be working directly with the Marketing and Communications Director to create beautiful, concise, and on-brand materials while working at Webber Academy.

Department Outline:

The Marketing and Communications department is responsible for maintaining the Webber Academy brand and image. The department that gets to interact with all levels of the administration and the student body; our job is to propel the brand in a beautiful, professional, and effective way. We are the storytellers and the memory keepers.

Responsibilities include:

- Develop and edit in-house marketing materials such as agendas, yearbooks, and information packages
- Gather, research and prepare communications material for internal and external audiences
- Develop, implement and evaluate communications strategies and programs designed to inform parents, students, and employees of initiatives and policies of businesses, governments and other organizations (ex: Parent-Student Handbook)
- Assist in website development and maintenance
- Assist in the preparation of brochures, reports, newsletters and other materials

You are someone who:

- Learns quickly
- Loves when things are 'on brand'

- Can take feedback and grow with it
- Is an amazing editor and proofreader
- Understands layouts and can work within a grid
- Feels comfortable managing their time effectively and independently

Requirements:

- 2+ years of experience in Adobe Suite: Indesign
- Completed or working on a related degree or certification: in business marketing, public relations, communications, or design
- Must be between 18 and 30 years old
- Excellent written communications skills

Preferably your profile includes:

- Experience in: photography, video editing, social media coordination, and web development.

Please send your cover letter and resume to atroniak@webberacademy.ca.