



Marketing and Communications Coordinator (Permanent) – Competition #7-23/24 – Swift Current Campus

Reporting to the Marketing and Communications Manager, the primary function of this position is to build awareness and project a positive image of the college through the creation and implementation of communication and marketing plans and to ensure consistent messaging throughout all college materials. The work involves a variety of duties, including maintenance and promotion of the college's programs and reputation, copywriting and editing for all written materials, digital advertising, media relations, and internal and external communications.

Start date: September 11, 2023

FTE: 1.0 Permanent

Qualifications

- A relevant four-year university degree, preferably with emphasis in communications, marketing or journalism.
- Two years of experience working in a related field.
- A solid understanding of marketing, public relations and journalism.
- Knowledge of Canadian Press Style.
- Effective interpersonal and communication skills including written, verbal and presentation.
- Budget management.
- Competency with media and community relations.
- Diplomacy skills.
- Ability to work well as part of team and take initiative.
- Ability to think creatively and bring new ideas forward.
- Familiarity with PowerPoint, Word, Excel, social media, Adobe Creative suite (In-Design, Illustrator, Photoshop).

A complete job description for this position can be found on the Great Plains College [website](#). For additional information, contact Amy Masse, Manager of Marketing and Communications at 306-778-5498.

Send resume and cover letter, quoting competition #7-23/24 to: gpchr@greatplainscollege.ca. Applications received prior to 4:00 pm on August 30, 2023 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.