



**CSCE Development Job Posting:**

**Development Communications Associate** (part-time) 0.50FTE

Start Date: Immediate

Reporting to the Director of Development, the Development Communications Associate is responsible for supporting the CSCE Development Department in communication and organizational operations to fulfill its mission at Calgary Christian School. Tasks include, but are not limited to database management, communications via various methods with stakeholders, website maintenance, and content creation. This position is ideal for someone who is highly self-motivated and organized, with a keen eye for detail, who enjoys connecting with stakeholders through storytelling face to face, in print media and social media. This position will play an integral role in the delivery, and evaluation of our internal and external fundraising and marketing communications strategy. The successful candidate will be collaborative, self-motivated and a creative communicator. Experience working with Constant Contact is an asset, strong understanding of social media and multimedia experience preferred.

**Required:**

A genuine interest and passion to work within a community called and dedicated to integrate faith and learning. Flexible Schedule, evening and weekend work is required. Minimum of one (1) year of related experience. Clear police and vulnerable sectors required.

Salary Range: \$26,000 - \$31,200

If you are interested in applying for the available position(s), please send your resume and samples of work to the the Director of Development at [mdamen@calgarychristianschool.com](mailto:mdamen@calgarychristianschool.com)

Closing February 9, interviews the week following. Thank you for your interest, however only those candidates selected for an interview will be contacted.