



# Communications and Engagement Manager

Immigrant Council For Arts Innovation

Location: Calgary, AB

Date posted: **May 1st, 2022**

Application deadline: **May 25, 2022**

Start Date: **June 01, 2022**

## ABOUT US

The Immigrant Council for Arts Innovation (ICAI) is an arts council based in Calgary, Alberta. The council was founded in January 2019 with the expressed purpose of connecting newcomer and immigrant artists, arts administrators and culture workers to the existing arts community in Calgary.

ICAI actively encourages diversity of expression and culture through the creation of a safe and welcoming community where newcomer and immigrant art workers feel confident to share their work and distinct cultural identities.

## SUMMARY:

ICAI is looking for an arts enthusiast to fill the role of Communications and Engagement Manager who is happy to create engaging and interesting subjects for the organization and the community we serve. This position, reporting directly to the Executive Director, will help grow awareness of ICAI and inspire new people to engage with us. The successful candidate will be responsible for writing, designing, editing, updating and fact-checking a variety of communications platforms including ICAI's website, monthly e-newsletter, social media, donor communications and press releases. This is a one year contract position.

## DUTIES AND RESPONSIBILITIES:

### Marketing & Communications

- Ensure the ICAI brand is reflected through all communications
- Maintain and update website content
- Develop and deliver engaging content across social media platforms and the newsletter
- Remain up to date on current marketing and digital trends and functionality
- May develop print and electronic promotional materials, including program flyers, powerpoint presentations, sponsor and donor materials etc
- Adhere to the ICAI style guide
- May be asked to attend public events as required to provide marketing and communications support
- Other duties as assigned

## **Administration**

- Liaise with other contractors to gather information and resources as needed
- Assist with grant and sponsorship applications
- Prepare reports on role as needed
- Archive all marketing & media materials

## **Qualifications**

- University degree or equivalent work experience in related subject area such as communications, journalism, public relations, fundraising or marketing
- Related work experience in the nonprofit sector
- Extensive, demonstrated experience with website management, MailChimp and current social media platforms
- Graphic design experience
- Team player, with ability to work independently
- Superior writing, graphic design and organizational skills
- Knowledge of arts and culture

## **Additional Details**

- This is a part-time 14 hours/week contract position
- \$20/hourly rate
- Must have regular access to a computer and the internet
- This is currently a work from home position with flexible hours
- Expected to come with own tools and applications

## **HOW TO APPLY:**

Interested applications should be sent **via email to [admin@icaionline.org](mailto:admin@icaionline.org) by May 25th, 2022.**

Thank you for your interest in this opportunity; however, only those persons selected for an interview will be contacted. In all aspects of the selection process, accommodations are available upon request. Interviews will be conducted by zoom.

**We hire on the basis of merit, and are committed to the principle of equity. We welcome diversity and encourage applications from all qualified individuals.**