



Communications & Events Officer (Full Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

We are seeking a Communications & Events professional who is inspired by our mission, demonstrates a high level of motivation, is willing to accept new challenges, and has the ability to balance diverse workloads to meet deadlines despite pressure and periodic interruptions. The Communications & Events Officer will focus on event management and a variety of communications, alumni and marketing projects.

In conjunction with other departmental team members, this position will coordinate and manage special events and/or initiatives for the purposes of building awareness, community engagement, recruitment, celebration, recognition and fundraising.

WHAT WILL YOU DO:

- Maintain St. Mary's University's integrity, branding, messaging, and mission.
- Collaborate closely and report to the Director, Communications, Marketing & Events to strategize, create, schedule, and post on social media channels to increase event awareness and build meaningful connections.
- Plan and write content for internal and external messages, proposals, reports, and publications.
- Coordinate event logistics to volunteer event committee through the coordination of committee meetings; prepare meeting materials, set up for meeting and minutes.
- Coordinate on-site event logistics.

- Event planning and management, including virtual/online events.
- Coordinate silent auction item solicitation, event sponsorship
- Prepare and execute community outreach/sponsorship, and donor/supporter communications.
- Coordinate design and distribution of all communications materials as per the event.
- Create strategic plans for each event, including budgets, goals and identification of target audiences.

QUALIFICATIONS & ATTRIBUTES:

- A diploma or certification in an applicable discipline (i.e. event management, communications, fundraising etc.).
- 2 years of previous experience in event logistics, communications and/or fundraising.
- Superior organizational skills and attention to detail.
- Excellent interpersonal and communication skills (both written and orally), including integrity with sensitive and confidential information.
- Excellent customer service ethic.
- Ability to multitask diverse workloads and projects, with a track record of initiating and completing projects in a timely manner.
- Proven ability to work successfully with volunteers and in event production.
- Familiarity with accounting as it relates to monitoring budgets and expenses.
- A professional and outgoing manner and ability to interact tactfully and diplomatically with a wide variety of people.
- The ability to work within a team environment but also to work autonomously.
- Strong skills using Microsoft Office applications (Word, Excel, Outlook and PowerPoint)
- A valid Alberta Driver's License.
- Flexibility with work schedule to allow for some meetings and events that may be held outside of normal working hours (early mornings, evenings and weekends)
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.
- Proficiency with Microsoft Teams and Microsoft Online Events is an asset
- Proficiency in Raiser's Edge, and Adobe Creative Suite programs is an asset.

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: "Communications & Events Officer" by end of day on May 27, 2024. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.