

**Heritage Saskatchewan
Job Description
COMMUNICATIONS ASSISTANT**

*Heritage Saskatchewan is a non-profit organization, with its office located in downtown Regina.
Our core funding is from the Saskatchewan Lotteries Trust Fund for Sport Culture and Recreation,
through SaskCulture Inc.*

POSITION NAME Communications Assistant
REPORTS TO Communications Manager

SCOPE

The Communications Assistant shares responsibility for addressing the overall communication needs of Heritage Saskatchewan. Reporting to the Communications Manager, the Communications Assistant will work as part of the team to strengthen and promote Heritage Saskatchewan's public image and key messages.

KEY RESPONSIBILITIES

- Participate in the organization's staff meetings and planning sessions.
- Assist in the implementation and evaluation of the Communications Strategy.
- Work with the staff team in developing a budget for communications initiatives.
- Assess, track and monitor related budgets accordingly.
- Provide input into Heritage Saskatchewan's monitoring reports as required.
- Maintain the visual identity and branding of all communication materials, including the proper and consistent use of templates.
- Develop appropriate messaging based upon Heritage Saskatchewan's current and ongoing research.
- Work with the entire team to ensure consistent messaging.
- Evaluate Heritage Saskatchewan's communication delivery mechanisms, and provide input on a regular basis for upgrades and/or change.
- Plan, edit, design and distribute print and digital materials, including:
 - Ongoing website maintenance, ensuring content is current;
 - Electronic newsletter, Heritage Happenings (sent out every 2nd week)
 - On-line tools, social media and blog postings;
 - Print materials such as brochures, annual reports; and occasional publications and marketing/promotional materials;
 - Assist with preparation of presentations and speaking notes;
 - Prepare advertising materials.
- Provide technical support at events and public presentations.
- Act as the organization's official photographer at events, whenever possible.
- Attend trade shows and other promotional events.
- Media relations - including creating and maintaining relationships and production of media releases.
- Coordinate and manage related files, resource materials and photo collection.
- Other duties as mutually agreed upon.

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QUALIFICATIONS & PERSONAL ATTRIBUTES

- Post-secondary education or experience in a related field
- Knowledge and proficiency in communication practises
- Ability to comprehend, process and communicate Heritage Saskatchewan's research in a clear and relatable manner
- Demonstrated self-starter, critical and creative thinker
- Strong computer and technical skills
 - Familiarity with website management and maintenance
 - Familiarity with social media platforms, including YouTube, Twitter, Facebook, Instagram
 - Skills in desktop design, publishing and PowerPoint
 - Experience in using subscription tools such as Mail Chimp and others
- Flexible, with an ability to adapt in an ever-changing environment
- Work well as a member of a team
- Strong organizational skills
- Commitment to professionalism
- Enthusiastic and positive work ethic
- Respectful approach to interactions, recognizing the benefits of diversity and inclusivity

EMPLOYMENT DETAILS

1. Working Requirements

- The office is located in Regina
- Scheduling is flexible and may fluctuate at different times of the year
- A valid drivers license
- Additional compensation for travel when required and approved by the CEO
- Occasional evening and weekends
- Start date: August 2017, negotiable

2. Salary & Benefits

- Permanent Part-Time Position
 - Based on 21 hours per week
- Salary Range: \$21,000 - \$26,800 / annum
- Pension and Benefits Plan (following three months waiting period)