

# 5 for Life Early Childhood Committee

We are in search of a **5 for Life Summer**

## – **EVENTS & COMMUNICATIONS COORDINATOR**

to fill a non-union position for the 2023 summer. If you enjoy interacting with children 0 to 5 years and their parents/caregivers the description below might interest you:

- Provide program development with a focus on ages 0 to 5 years in partnership and/or stand alone activities in Strathmore and Wheatland County.
- Book facilities and dates for summer and fall programming; prepare advertising; purchase products.
- Collecting and collating information on local organizations, programs, websites, companies, agencies into the data base.
- Implement a social media campaign on Facebook; assist with the community calendar of events.
- Provide reports to the Committee on planned activities and events.
- Liaison with professional and community agencies as appropriate.
- Perform other duties as determined by the Supervisor.

### *Skills Required:*

- Strong verbal and written communication skills; public speaking an asset.
- Competent computer skills – Excel, Word, Google Drive, Facebook.
- Organized and efficient; self starter who requires minimal supervision.
- A valid driver's license and dependable transportation is required.
- Full vaccination against COVID-19 recommended.
- Related fields such as education, early childhood, nursing and/or human services & between the ages of 18-30 years.
- A Canadian citizen, a permanent resident, or person protected under the Canadian Immigration and Refugee Protection Act and legally entitled to work in Canada, as per grant requirements.
- May 1 to August 18, 2023, subject to grant funding approved; may involve up to 2 Saturdays and 4 evenings; a maximum of 30 hrs a week, salary range is based on experience and education at \$18- \$19/hr, no benefits.

**Application deadline is April 3, 2023**, with resumes forwarded to:

Natasha Kavanagh, Early Childhood Development Specialist  
Trellis Commons Family Resource Network  
c/o 5 for Life Early Childhood Committee  
419B - 2nd Street, Strathmore, AB T1P 1B9  
cell: 403-629-0289 email: nkavanagh@growwithtrellis.ca

*Thank you for applying.*

*Only those selected for an interview will be contacted*

