

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 2025 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.
- 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 5 to August 25, 2025, subject to grant funding approved; may involve up to 2 Saturdays and 4 evenings; a maximum of 35 hrs a week, salary range is based on experience and education at \$20- \$21/hr, no benefits.
- This position is based on grant funding approval.
- Health record stating AHS recommended immunizations are up to date at commencement of work.

Application deadline is April 4, 2025, 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.

