

Hospice Calgary guides children, teens and adults through the grieving process as they face a life threatening illness and death of a loved one. Our team of professionals provides individual, family and group support as well as 24 hour end-of-life care. We operate two centres of care: Sage Centre for counselling and education services and Rosedale Hospice for residential end-of-life care.

Our Mission

To help families and individuals achieve support, hope, and well-being through compassionate end-of-life and bereavement care.

Our Organization

We are leaders

We strive for excellence and provide high quality service to our clients.

We live our values

We don't just say we value compassion and empathy, we demonstrate these values daily.

We make a difference

We respect the individual needs of each client and know we have a positive impact on the community.

Applications will be accepted until suitable candidates are found. Only qualified applicants will be contacted.

Submit resume and cover letter with attention to Sally Mansour, Director of External Relations [hiring@hospicecalgary.ca](mailto: hiring@hospicecalgary.ca)

Marketing & Communications Officer- Maternity Leave Contract, 14 months, Full-Time

Are you interested in working in an organization that is dedicated to making a difference in thousands of lives each year?

Are you interested in working in a fast paced team environment where you have an opportunity to work on short and long term projects?

Are you looking for a career opportunity that allows you to challenge your design and project management skills?

Position Summary: Responsible for the implementation and coordination of Hospice Calgary's marketing and communications materials and initiatives. Projects include: website, annual report, newsletter, brochures, donor recognition, presentations, etc...

Primary Duties and Responsibilities:

- Project manage and liaise with website vendor to design and maintain the Hospice Calgary website
- Lead all digital and search marketing initiatives
- Provide communication support for donor recognition
- Project manage and produce Hospice Calgary's annual Community Report, newsletter and brochures
- Lead media relations as directed
- Help coordinate resources for public awareness initiatives
- Coordinate to produce marketing materials for the agency
- Prepare and maintain Hospice Calgary's communication standards as directed

Qualifications:

- Post-secondary accreditation in Public Relations, Communications, Marketing, or relate discipline
- Highly developed oral, written, interpersonal, and computer skills
- Experience with search marketing, website infrastructure, design programs, email marketing, and print production
- Passion for Hospice Calgary's Mission
- Membership in a related professional association is an asset (e.g. CPRS, IABC)