



JOB POSTING

PUBLIC RELATIONS & EXECUTIVE DIRECTOR'S ASSISTANT

Office Location: High River, Alberta

Salary: \$25.00 per hour – One year contract position based on a 35-hour work week.

Education: Post-secondary education in Public Relations and Communications or related discipline.

Organization and Position Overview:

When disaster strikes, civil society is first in line to offer a hand up to support Albertans. Bridges of Love's two programs, the Faith Emergency Preparedness Initiative (FEPI) and Community Emergency Response Team (CERT) training, enhances the capacity of civil society, to provide immediate disaster assistance and bridge the critical gap between the time of disaster and the arrival of emergency services. CHURCHES HELPING NEIGHBOURS ~ NEIGHBOURS HELPING NEIGHBOURS

Bridges of Love is hiring a full-time Public Relations & Executive Director's Assistant for a one-year contract to complete their CSF Project "**The Power of Civil Society, Moving at the Speed of Trust**" project. This position could extend to a full-time permanent staff member when the project is complete in the Spring of 2024.

Bridges of Love is seeking a creative communicator and innovative public relations strategist who is resourceful and comfortable working in a small team environment. This position reports directly to the Executive Director in support of the project objectives.

About the Role:

- Full-time position located in Bridges of Love's High River office, requiring some travel.
- Support and implement various province wide marketing and strategic communications strategies, including community and church relations, sponsorship, on-line and social media relations, videos, news releases, blog articles, print materials, etc.
- Increase brand credibility through leadership pieces, influencer connections, public events, and networking strategies identifying the most effective channels and influencers for attracting the relevant audience, combining experience and contacts to maximize reach.
- Build positive rapport, trust, and strengthens relationships with leaders of the community, churches, community members, and emergency agencies.
- Seek opportunities to develop strategic partnerships that are mutually beneficial for community resilience.
- Conduct proprietary research for basic community emergency involvement to establish public trust and to bolster a positive reputation.

- Stimulate engagement with the Civil Society Advisory Coalition with individuals who understand community social responsibility and the advantages for community members trained in basic emergency skills, with a desire to build teams across our Province.
- Secure Faith Emergency Preparedness Initiative (FEPI) Associate churches who will increase FEPI and Crosswalk churches in their community.
- Seek CERT Affiliates who desire to train CERT teams in their communities.
- Other related duties or special projects, as assigned.
- Assists Executive Director with day-to-day operations and represents Bridges of Love with integrity, professionalism, and respect.

Required Skills, Education and Experience

- Post-secondary qualifications in a related field, or related relevant work experience in public relations, and Not-for-Profit experience.
- Excellent communication capacity, with advanced verbal, written, and organizational skills.
- Experience in managing and prioritizing multiple work tasks while exercising a high degree of accuracy and professionalism.
- Proficient in the use of social media and knowledge of web-site management (WIX).
- Advanced knowledge of Microsoft Office including Access and MS Projects.
- Experience working in a relationship team building environment providing dedicated service including various sectors (Public, Private & Christian).
- Determined, persevering, with a committed work ethic!
- Comfortable serving in a Christian Faith-based Ministry/Charitable Religious Society who can ascribe to [Bridges of Love's Statement of Faith](#).

To Apply:

If you are excited about this position and joining Bridges of Love Ministry, we encourage you to apply! Applicants, review the required skills, education, and attributes listed in the job description and please share how they align with your qualifications. Candidates are invited to send resume and cover letter to Marg Pollon, Executive Director – Bridges of Love Ministry Society margpollon@bridgesoflove.net. Competition closes March 17, 2023 or until a suitable applicant is secured.

Bridges of Love thanks all applicants for your interest in this position.