

# MUSLIM COUNCIL OF CALGARY

225 28 St SE, Calgary, AB T2A 5K4  
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## JOB POSTING - Media & Communications Coordinator

Starting Date: Immediate

Job Type: Full Time

Hours per Week: 40

Salary: Based on experience and qualification

Application Deadline: 28 Feb 2019

### Job Description:

The Muslim Council of Calgary is currently seeking a Media & Communications Coordinator. The communications lead is responsible for working under the MCC appointed Media & Communications Committee, ensuring that communication and media related items are identified, reviewed and that final content is appropriate

for distribution on various information and social media platforms reflecting the Muslim Council of Calgary's and affiliated centre's initiatives and policies. This position involves (but not limited to) writing, editing, and creating content for the MCC websites and social media.

### Responsibilities:

- Creating, reviewing and editing content like news articles, still photography and video, for web and print platforms.
- Creating & processing digital content for social media platforms & websites.
- Run social media accounts and responsible for content and posting of events.
- Responsible for coverage of events hosted by the MCC and affiliated centre's.
- Establishing, managing and interacting with local media and news outlets.
- Must be available on call after hour for emergency communications releases.

### Qualifications/ Requirements:

- Bachelor's degree in English, Journalism, Communications or a related field.
- Familiar with writing content for different platforms & creating digital content
- Eye for detail & precision. Accurate information reported with punctual grammar.
- Fluent in English (writing and speaking)
- Familiar with Adobe software's (Illustrator, InDesign, etc.)

### Location of Work:

225 28th St. SE, Calgary AB. T2A 5K4

Send your updated resume with cover letter\* to [info@yycmuslims.ca](mailto:info@yycmuslims.ca)

\*Please include previous designs.