



**Title:**

Summer Communication Officer

**Hours:**

Tuesdays to Fridays from 8am to 4pm, totaling 30 hours per week, starting immediately (Hours may vary due to special events)

**Duration:**

Role lasts for 9 weeks, totaling 270 working hours at 30 hours per week

**Compensation:**

\$20 per hour

**Background:**

The Beverly Business Association's Summer Communication Officer will work directly with the Executive Director of the Beverly Business Association toward the purpose of building a stronger, better Beverly. Olde Towne Beverly is made up of five neighborhoods within the City of Edmonton, including Beacon Heights, Bergman, Abbottsfield, Rundle Heights, and Beverly Heights. Once its own town prior to amalgamation with the City of Edmonton in 1961, Beverly boasts a rich history dating back to the heavy presence of coal mining beginning in the late 1800s.

The Beverly Business Association exists to aid the growth and revitalization of this area to present it as a vibrant, lively place for all to live, work, shop, and play, while simultaneously honouring and telling the stories of its rich history. The Summer Communication Officer will come alongside this noble purpose, and help further the deep story of Beverly and its people through a number of areas, as listed below.

**Key Areas of Responsibility:**

1. The Summer Communication Officer will be tasked with cataloging Beverly's ~140 partner businesses along 118 Avenue and building relationships with business owners and managers to best support them and their needs.
2. The Summer Communication Officer will support the Beverly Business Association's key summer events, including planning for and running the Golf Tournament, Pancake

Breakfast, and Beverly Farmers' Market, as well as distributing posters and helping spread the word about the events.

3. The Summer Communication Officer will actively use Beverly Business Association's social media channels (Facebook, Instagram) to help tell the story of Beverly and promote its businesses.
4. The Summer Communication Officer will support a number of other community initiatives, such as the Beverly Cleanup event, 118 Avenue beautification projects, partner relations, community safety initiatives, and much more.
5. The Summer Communication Officer will help with a variety of other summer projects and office tasks, as need may arise, as directed by the Beverly Business Association's Executive Director and its Board of Directors.

### **Knowledge, Skills, and Abilities:**

The Summer Communication Officer should be proficient in the following areas:

1. Proficient in the use of computers
2. Proficient in the use of social media
3. Strong people skills
4. Understanding of events and event planning
5. Strong written and verbal communication skills
6. Flexible and adaptable to changing work environments
7. Demonstrates ethical behavior and sound business practice
8. Effective and creative at problem solving and quick decision making
9. Understands basic business needs
10. Understands the needs of a growing community, City planning, and development
11. Able to commute to and from the Beverly Business Association office, and travel to outside meetings as required
12. Able to attend activities, events, and meetings and represent the Beverly Business Association on occasion outside of regular working hours (with notice).

### **To Apply:**

To apply for this position, please send your resume in confidence to [beverlybrz@telus.net](mailto:beverlybrz@telus.net)

Only shortlisted candidates will be contacted

Position is open as long as this is listed