

- Build and maintain relationships with community members and key relationships.
- Act as an ambassador for TWOSE through the participation in government and media relations events and initiatives.
- Prepare and present reports on projects and programs to showcase impact and inform strategy.

QUALIFICATIONS:

Knowledge and Abilities:

- Excellent interpersonal, communication, and presentation skills.
- Proficient in budgeting, writing, time management, and problem-solving.
- Highly organized, detail-oriented, and able to thrive in a dynamic environment.
- Proficient with Microsoft Office (Outlook, Excel, SharePoint).
- Experience with digital marketing tools and editing programs.
- Good knowledge of public relations, marketing and sales techniques.
- Ability to drive and access various locations as needed.

Education and Experience:

- Bachelor's degree in Marketing, Communications, Public Relations, Business Administration, or related field.
- Minimum of 5 years of experience in community relations, business development, fundraising, advertising, or marketing.
- Proven success in event management and relationship building.
- Strong understanding of governmental structures and funding opportunities.
- Valid driver's license and reliable transportation.

Note: A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.



✉ WWW.TWOSE.CA

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☎ 780-452-9100

Wages: TELUS World of Science—Edmonton offers a competitive salary commensurate with experience and a generous manager-level benefits package. The position is based in Edmonton. **Please indicate wage expectations on the accompanying cover letter.**

Hours of Work: 75 hours biweekly. Standard work schedule is Monday to Friday from 8:30 am to 4:30 pm. Flexibility is required to accommodate evening/weekend events.

Opening Date: September 16, 2024

Closing Date: September 30, 2024

How to Apply: hr@twose.ca

Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.

LAT 53° 33' 40" N LON 113° 33' 50" W