



**ALBERTA WORKERS'  
HEALTH CENTRE**

**Alberta Workers' Health Centre (AWHC)**

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INFORMATION, EDUCATION AND EMPOWERMENT FOR WORKERS

## **Alberta Workers' Health Centre Job Posting**

**Position:** Part Time Communications Coordinator – Work Plays Schools Program

**Posting Closes:** Wednesday September 4, 2024, or until filled

**Term:** Mid-September 2024 - June 30, 2025

**Compensation:** \$30.00/hour

The Alberta Workers' Health Centre (AWHC) is looking to fill the position of **Communications Coordinator – Work Plays Schools Program (WPSP)**

This is a Part Time, (25 hours per week) Term Position beginning as soon as possible and continuing for 10 months with the possibility of extension.

The position is based in Edmonton. Potential for hybrid work arrangements. Expect some travel around the province.

Work hours are generally between 8:30am to 4:30pm Monday – Friday, with some flexibility. Some evenings and weekends may be required.

This position reports to the WPSP Artistic Director/Program Coordinator (AD/PC), and to AWHC Executive Director (ED) as required.

Employees of the AWHC are unionized and adhere to terms and conditions as per the Collective Agreement between CUPE Local 474 and the Alberta Workers' Health Centre.

The AWHC strongly encourages people of all backgrounds to apply and strives to engage diverse people in our work at all levels, to ensure all communities within Alberta's workplaces see themselves reflected in our programming.

The AWHC is committed to considering applicants who identify as part of an equity group including workers of colour, Indigenous workers, LGBTQ2S+ workers, woman workers, young workers and workers with disabilities. We encourage members within an equity group, activists, organizers and artists of all backgrounds to apply. (please see AWHC Equity Statement [link](#))

## **About the Work Plays Schools Program**

The Work Plays Schools Program (WPSP) is an innovative, award-winning educational program of the **Alberta Workers' Health Centre** that consists of two professional theatre productions which engage young audiences (high school and junior high/middle school) in an informed discussion about their legal rights and responsibilities on the job. It is aimed at ensuring a working knowledge of workplace Human Rights, Employment Standards and Occupational Health and Safety legislation, codes and practices. Ultimately, it attempts to reduce workplace injury and illness and assist the target population with the skills and confidence needed to utilize those rights.

## **About the Alberta Workers' Health Centre**

The Alberta Workers' Health Centre (AWHC) is a small workplace health and safety organization with programming that aims to inform, educate and empower workers to become more active participants in their own health and safety. Implicit in our work is the recognition that other employment issues cannot be separated from our understanding of workplace health and an embracing of the principles of social and economic justice. The AWHC is a registered non-profit charitable organization governed by a volunteer Board of Directors.

## **Overview**

The AWHC is looking for a creative individual who has the ability to work both independently and as part of a small team. The best applicants will be detail-oriented, organized and adaptable. Applicants must have excellent communication skills in English; strong writing, editing and proofing skills; an overall positive outlook; and be sensitive to the needs of workers. Familiarity with labour and/or worker advocacy, workplace health and safety and other employment-related issues would be an asset.

### The successful candidate will:

- Implement and coordinate our communications strategy
- Increase program awareness
- Improve community engagement
- Strengthen our online outreach through various digital platforms
- Track and report on analytics to evaluate the effectiveness of communication outreach strategies
- Regularly report on activities to WPSP AD/PC, AWHC ED, AWHC Board, and funders as required
- Maintain accurate communications records of all digital materials
- Support the development of a new website
- Support the development of a promo video/package for the program
- Support the planning of a reunion event for the program
- Identify, pitch and develop other promotional or communication opportunities for the AWHC and WPSP
- Assist in the evaluation of program activities

Ideal candidates have the following qualities and skills:

- Creative and concise communications skills in English (familiarity with other languages welcome)
- Passionate about storytelling, workers' rights, education, anti-oppression
- Strong copywriting skills
- Demonstrated ability to create engaging content for various digital platforms
- Above average working knowledge of content creation and use of a graphic design tool for posts and video editing for various digital platforms
- Proficiency and confidence with Microsoft Office and Google suite of programs for internal and external communications
- Ability to exercise tact and judgment
- Ability to be proactive and resourceful in meeting new problems
- Ability to thrive in collaborative processes
- Ability to meet deadlines
- Ability to maintain working relationships with teachers, labour allies, community members, the public, and other employees
- Experienced, licensed, insurable driver (vehicle not required)

### **Requirements and Qualifications**

High School diploma, supplemented by recognized post-secondary courses in communications and/or marketing (not-for-profit sector), or an equivalent combination of education and experience.

Other relevant education or experience that would provide the required skill and knowledge for successful performance would be an asset.

#### **Applications:**

Please submit your application via email in a PDF or MS Word document, including a cover letter and the names of references to:

**WPSP Artistic Director/Program Coordinator, Alberta Workers' Health Centre:**

[jobopportunities@workershealthcentre.ca](mailto:jobopportunities@workershealthcentre.ca)

subject line: **Communication Coordinator Position**

**Note: Only those candidates selected for interviews will be contacted.**

**Alberta Workers' Health Centre**  
**Communications Coordinator – Work Plays Schools Program**

**SPECIFIC RESPONSIBILITIES:**

- Implement WSP communications plan, working with AD/PC and Marketing Strategy Consultant.
- Represents the program and our values to outside organizations, public and media.

Communications

- Online
  - Develop and maintain content for a new website and current accounts on Instagram, Tiktok and Facebook.
  - Explore potential on digital platform formally known as Twitter.
  - Provide a detailed communications plan to roll out content weekly to the AD/PC for approval
- Teachers
  - Develop contact/interaction tracking method for outreach to teachers and schools
  - Develop evaluation tracking method for students and teachers
- Other Stakeholders
  - Updates and reporting to AWHC Board, as directed by AWHC ED
  - Updates and reporting to funders and other program supporters, as directed by AWHC ED

Promo Video

- Support the program coordinator in the direction and development of the project
- Potentially participate in the development of the script
- Capture BTS content for the project
- Create content from the final approved video
- Create promotional package for schools, potential funders, labour organizations and partners, and the Alberta theatre community

Reunion

- Create copy and layout for invite
- Collaborate on programming for the event
- Capture BTS content for the event

Other duties as required.