



Poundmaker's Lodge Treatment Centres  
Box 34007 Kingsway Mall Post Office  
Edmonton, AB T5G 3G4  
Phone Number: (780) 458-1884 Fax Number: (780) 459 1876  
Toll Free Number: 1(866) 458-1884  
[www.poundmakerslodge.ca](http://www.poundmakerslodge.ca)

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## INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

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### Community Engagement Officer

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#### Full-Time Position

Poundmaker's Lodge Treatment Centres is growing and expanding and as such, we have an available position for an individual who will assume responsibility as the Community Engagement Officer. The overall objective is to lead marketing and engagement efforts and effectively strengthen Poundmaker's Lodge Treatment Centres mission, vision, values, and brand. The responsibilities will include attending community events and maintaining involvement with the community. The Community Engagement Officer will also act as a communications professional who serves as a single point of contact, sharing information between groups.

#### **Duties and Responsibilities:**

The successful candidate will provide marketing and general support and engagement to Poundmaker's Lodge Treatment Centre in a professional and therapeutic environment. Furthermore, the successful candidate will create timely and trusted communications with members of management, build strategies that align with goals and objectives and coordinate all events. The Community Engagement Officer will support talent and culture development with internal team engagement projects such as digital events, newsletters, and branding.

#### **Other duties and Responsibilities include but are not limited to:**

1. Lead or assist on development and implementation of specific engagement plans.
2. Work with contractors to schedule delivers, renovations, and other facility requirements.
3. Plan and manage functional area or project budget(s) and other resource with a view on cost effectiveness.
4. Promote PLTC through positive representation and communication of its role and services.
5. Help build and maintain constructive and positive relationships between PLTC and other organizations and communities.
6. Manage and add content to the Poundmaker's Lodge website, Facebook and Twitter accounts.
7. Coordinate event planning and implementation, including logistics, promotion, budgets, schedules, and staffing.
8. Visit communities and share information about PLTC and its programs.
9. Responsible for creating and sending out Press Releases for various Poundmaker's Lodge events.
10. Manage the ordering of promotional items/supplies for Poundmaker's Lodge at the directive of the Executive Director.
11. Research and apply for Grant funding opportunities.
12. Attending and schedule team meetings, training initiatives and working groups.

13. The Community Engagement officer must adhere to established PLTC policies, code of professional conduct and code of ethics which holds all staff accountable for their behaviour and professionalism.

**Qualification Criteria:**

1. Post-Secondary degree from a related post-secondary program.
2. Three years or more of directly related work experience in Indigenous or stakeholder engagement.
3. 3-5 progressive years experience managing social media and digital marketing.
4. Strong analytical skills, computer skills and adept at problem solving.
5. Experience working with or knowledge of, Indigenous communities and culture will be considered an asset.

**Knowledge and Skills Required:**

1. Maintaining confidentiality is essential.
2. Ability to work both independently and within a team environment.
3. Excellent verbal and written communication skills and computer literacy skills.
4. Ability to meet deadlines and thrive in a fast-paced environment.
5. Effective group facilitation, presentation, and conflict resolution skills.
6. Engagement training and certifications are considered an asset.

**Other:**

1. The successful candidate will require a valid Alberta Driver's license and have access to a reliable vehicle. Final candidates for this position will be asked to undergo a security screening.
2. Valid driver's License.
3. Demonstration of a healthy lifestyle will be an asset.
4. Knowledge of addictions and mental health concerns will be an asset.

**Resumes without cover letters will NOT be accepted.** Cover letter must demonstrate your experience with Indigenous populations. Resume must clearly outline how your previous work experience demonstrates your qualifications and requirements for this position. Interested candidates should email their cover letter and resume to:

Brad Cardinal  
Executive Director  
Email: [Brad-Cardinal@poundmaker.org](mailto:Brad-Cardinal@poundmaker.org)

Ryan Brost  
Human Resource Specialist  
Email: [Ryan-Brost@poundmaker.org](mailto:Ryan-Brost@poundmaker.org)

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Final candidates for this position may be required to undergo a security screening, including a criminal record check.