



Poundmaker's Lodge Treatment Centres  
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Toll Free Number: 1(866) 458-1884  
www.poundmakerslodge.ca

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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:**

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

### **Knowledge and Skills Required:**

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

### **Other:**

- 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.
- Valid driver's License.
- Demonstration of a healthy lifestyle will be an asset.
- Knowledge of addictions and mental health concerns will be an asset.

### **DEADLINE DATE: OPEN UNTIL FILLED**

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Interested applicants who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified

Darren Neigel  
Human Resource Specialist  
Poundmaker's Lodge Treatment Centres  
Email: [darren-neigel@poundmaker.org](mailto:darren-neigel@poundmaker.org)

Successful applicants may be required to undergo security clearance including:

1. Criminal record check with vulnerable sector.
2. Drivers Abstract.
3. List of three current references with phone numbers.