



CORPORATE CITIZENSHIP SPECIALIST, Full-time

Recognized as one of Alberta's Top 50 Employers and one of Canada's 50 Best Managed Companies for ten consecutive years, First Calgary Savings is looking for leaders, people with the vision and motivation to lead their own careers. First Calgary Savings' 500 employees are proud to lead, learn and live in the communities they serve. Come and be part of our diverse team within an incredibly rewarding environment.

POSTING OVERVIEW

The Corporate Citizenship Specialist is responsible for identifying, developing and maintaining strategic community partnerships, sponsorships and donations that leverage First Calgary Savings' assets and brand towards social change. This includes preparing and implementing partnership plans, coordinating corporate citizenship communications, as well as liaising with external networks to grow and maintain First Calgary Savings' presence in community.

Other activities and responsibilities will include:

- Prepare and implement communications and partnership plans including employee involvement in the various initiatives
- Write, design and manage corporate citizenship print and web communications for publishing/distributing both internally and externally
- Developing and tracking performance metrics to measure progress against program objectives
- Manage special events tied to our community initiatives and representing First Calgary Savings at community events as required
- Responsible for some aspects of employee engagement and advancement of the Environmental Advocacy Team and the employee involvement program (LIVE)

QUALIFICATIONS:

- Experience and/or Educational Requirements:
- Post secondary degree or diploma in public relations, communications or a related field plus 3 - 5 years of previous experience in community investment, OR an equivalent combination of education and experience
- Experience building relationships within the voluntary and corporate sectors
- Proven ability to implement community relations plans with a focus on accuracy and efficiency
- Superior written communication skills and knowledge of print and web-based communications vehicles
- Proven organizational skills and ability to work independently in a multi-task environment
- Strong interpersonal skills and a willingness to participate as a team player
- Proficient in Microsoft Word, Excel, PowerPoint and Publisher, with a commitment to learning additional software programs as required
- Ability to work some evenings and weekends throughout the year, as required

Attributes and Skills:

- Strong relationship builder
- Excellent organizational skills with particular attention to detail
- Exceptional written and oral communication skills
- Passion for community, environment and social issues
- Proven multitasking, communication and collaboration skills
- Creative and strategic thinking

- Remain current on community investment practices, emerging corporate social responsibility trends, as well as environmental ideas and concepts and make recommendations, as appropriate
- Strong understanding of social media
- Take responsibility for self-development and continuous learning to achieve required knowledge for the job

Qualified applicants are invited to apply online at www.1stcalgary.com, or forward their resume and cover letter citing the advertisement source to:

**Human Resources Department
First Calgary Savings
200, 510 – 16th Avenue NE
Calgary, AB T2E 1K4
Fax: (403) 230-1629
Email: recruiting@1stcalgary.com**

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted.