

Competition #: 2025-09-PFR-50

Position: **Communications Coordinator, Provincial Services**

Employment type: Permanent, Full time

Closing date: When a suitable candidate is found

Duties and responsibilities:

The Communications Coordinator is responsible for development, coordination, and delivery of communications plans; leading or supporting communications-related initiatives; meeting established revenue and expense targets; delivering social media events; conducting data analysis; leading story development initiatives and developing and maintaining positive relationships between SaskAbilities and the community.

- Develop, coordinate and deliver communications plans (strategy, overarching, provincial, event-specific and social media)
- Gather stories, develop relationships and work with reporting areas for leads and photography for various application
- Conduct regular reviews, reporting, analyzing of social media channels to maintain corporate language, presence, standards and achieving KPI's as defined in strategy.
- Coordinate and lead provincial social media meetings, develop regional teamwork, and deliver plans
- Maintain media relationships, including distribution of provincial and regional media release
- Responsible for handling advertising budgets and developing written materials
- Google Ad Grants management and monitoring of performance
- Proofreading or editing of written material and providing interpretation of SaskAbilities written communications standards

Qualifications:

Education:

- Bachelor's degree in marketing or a related field
- 1-3 years experience in B2C social media marketing or content development
- Direct experience using social media management tools
- Journalism degree an asset

Skills & Experience:

- Experience leading and coordinating multiple projects at once
- Comfortable with networking, public speaking in various settings and conducting interviews
- Extremely organized with a keen eye for detail
- Strong verbal & written communication skills
- Video editing skills an asset

Must have a valid driver's licence and access to reliable vehicle as some in city and out of town travel required.

The final candidates are required to provide a satisfactory Criminal and Vulnerable Sector Record checks.

Compensation: Pay Class 16 (range of \$29.53 to \$36.76 per hour) plus benefit package

When applying please include competition number 2025-09-PFR-50 in the email subject line.

Submit resume, cover letter and references to:

Mail: Jennifer Smith, Fund Development and Communications Manager | Provincial Services
SaskAbilities, 2310 Louise Avenue, Saskatoon, SK

Phone: (306) 385-7214 Fax: (306) 373-2665

Email: careers@saskabilities.ca - please indicate position applied for in your email subject line and include all documentation in a single attachment

For position-specific questions, please contact the above. Only those candidates selected for interviews will be contacted.

SaskAbilities is an inclusive organization, welcoming individuals of all abilities. We believe in workplace diversity and we do not discriminate in our employee selection. Race, colour, disability, religion, gender, national origin or sexual orientation does not play a role in our hiring decisions.