



*Have you ever wanted to work in a Museum that is a world-class palaeontology Museum located minutes from an excavation site that has been deemed the world's densest dinosaur bone bed?*

**Position (Full-Time):** Executive Communications Assistant

**Wage:** Salary with benefits will be commensurate with education and experience

**Immediate Supervisor:** Executive Director, Susan Hunter

**Type of work:** administrative responsibilities involving ED, Board, community partners and fundraising

**Hours:** 37.5 hours / week (7.5 hours / day)

**Start date:** May 2, 2018

**Job description:**

The Executive Communications Assistant will serve a key role in the success of the organization's goals by managing and organizing critical communications, relationship-building and activities that support the organization. As part of an independent non-profit organization, you will work alongside staff to help achieve our goal of becoming a financially sustainable operation seeking to inspire and share the world of dinosaurs and fossils. Together with the staff and board members, the successful candidate will provide support and guidance in administrative responsibilities including booking travel, managing projects, taking minutes, organizing meetings, preparing presentations, connecting with partners, and undertaking outreach to stakeholders and community members. Trust, tact, compassion, organization, and confidentiality are key to success in this role.

**The ideal candidate will have the following qualities:**

1. Completed a post-secondary certificate, diploma or degree involving communications, public relations, administrative assisting or a related field, or equivalent.
2. Experience working in executive offices and/or with boards.
3. Friendly, professional, organized, efficient and is able to multi-task, remains positive despite changing priorities and stressful situations, epitomizes excellence, is self-motivated and has strong attention to detail.
4. Experience researching donors and preparing corporate communications, including press releases.
5. Knowledgeable and/or interested in Alberta's palaeontology, philanthropy, and/or natural history.
6. Able to represent the Museum professionally at key events and meetings involving all levels of authority.
7. Possesses the ability to work independently in a fast-paced environment on focussed tasks as well as collaboratively when needed.



8. Fluent in written and spoken English with excellent communication skills.
9. Basic computer and technology skills, including experience using Microsoft Excel, PowerPoint, and Word software packages.
10. The ability to occasionally work evenings and/or week-ends, when needed.
11. The ability to drive to events independently.

Preference will be given to candidates who have:

1. Proven ability to work individually and as part of a team.
2. Experience with corporate communications and assisting.
3. Fundraising experience.
4. Strong personal relations skills.
5. Community outreach skills and understanding the dynamics of positive public relations.
6. Experience working with outside organisations and the community.

### **About the Museum:**

The Philip J. Currie Dinosaur Museum is a world-class, award-winning palaeontology museum located minutes from an excavation site that has been deemed the world's densest dinosaur bone bed. The Museum offers compelling exhibits and cultural opportunities, provides inspiring educational experience and outreach, engages in relevant scientific research, collections, and exploration, and creates an exceptional overall visitor experience on a beautiful prairie west of Grande Prairie, Alberta, in the town of Wembley. Opened in 2015, the Museum is a workplace that prides itself on excellent employee engagement, open, transparent, and positive leadership, a friendly and supportive team environment, and architecturally award-winning spaces set amongst a compelling collection of ancient fossils and fascinating dinosaur bones.

### **To apply:**

Any eligible person is welcome to apply for this position. The Museum upholds the human rights of Canada, and encourages those from traditionally marginalized populations to apply. The application deadline is April 12, 2018. Please email your cover letter and resume outlining your strengths in the above areas to [susan@dinomuseum.ca](mailto:susan@dinomuseum.ca). Thank you for considering working with us.