



Allied Arts Council of Lethbridge (AAC) Communications Assistant – Summer Term Position

The Allied Arts Council of Lethbridge (AAC) is a not-for-profit umbrella organization working to advance the arts in Lethbridge. We are looking for a motivated, outgoing, creative, disciplined, and resourceful individual to provide support for a busy slate of summer programs, events, and activities.

The successful candidate will provide day-to-day communications support for the Allied Arts Council and Casa, with a focus on content creation, digital communications, and information management. Responsibilities include developing and scheduling social media content across multiple platforms, maintaining accurate and up-to-date event listings on organizational websites, and producing and distributing e-newsletters while managing subscriber lists. The position also supports the development of promotional materials and organizational publications, contributes to website updates, and collaborates regularly with senior staff to ensure consistent, timely, and effective communication across all channels.

Preference will be given to candidates with experience using Adobe Creative Suite, WordPress, Mailchimp, Hootsuite, SEO and analytics tools, as well as video editing software. A background in communications, marketing, digital media, or related fields is considered an asset.

The position being offered is funded in part by a Canada Summer Jobs grant. The Canada Summer Jobs grant requires that the successful applicant be:

- Between 15 and 30 years of age;
- A Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Legally entitled to work in Canada

This is a full-time, 8-week summer position, with the potential for continued part-time employment following the initial term, subject to organizational needs and performance. The hourly wage is \$22.00.

Please submit your cover letter, resume and three (3) references, electronically and in confidence, to:
Danielle Gibson, AAC Finance & HR Director
E: HR@artslethbridge.org

Application deadline: May 29, 2026

We appreciate all interest in this position; only those candidates invited for an interview will be contacted. Proposed start date is June 15, 2026.