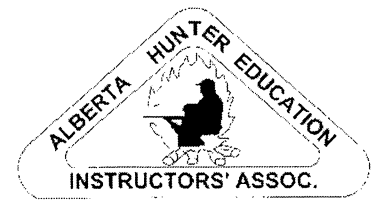




ALBERTA HUNTER EDUCATION INSTRUCTORS' ASSOCIATION

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1-866-85-AHEIA
info@aheia.com www.aheia.com



Job Posting

Program Assistant - Marketing and Communications Coordinator

The Marketing and Communications Coordinator will develop and execute AHEIA's marketing & communications strategy in line with organizational objectives. This person will report to and receive direction from the President of AHEIA. In addition, significant time will be spent with the administrative and delivery staff of AHEIA and various assigned contract personnel. The candidate must be well motivated and able to work on his or her own with minimal direct supervision.

Primary Objectives:

- A. Communications/Marketing
 - AHEIA social media
 - Advertising
 - Video production
 - Communications and marketing surrounding all program delivery
 - Explore new audiences for conservation education programming
- B. Annual banquets and fund raisers
 - Recruit attendees
 - Recruit sponsorship
- C. Special Events/Other
 - Attending/assisting at special events such as AHEIA functions, sportsmen's shows
- D. Program Initiatives
 - Implementation of a social media campaign for existing and new programs

Compensation:

Employment is based on an annual basis and commensurate with experience.

Applications:

For more information or to apply, email:

Robert Gruszecki, President
Alberta Hunter Education Instructors' Association
E-mail: Robert_gruszecki@ezpost.com