



SafeLink Alberta is an organization delivering services throughout Southern Alberta. As a non-profit organization, we work to reduce the risks associated with sexual activity and substance use. We serve and advocate for priority populations by offering low-barrier, non-judgmental, and informed programs and services. We offer a fun and energetic environment that provides opportunities for you to utilize your talents and develop new skills.

Marketing Coordinator (Summer Student) - Calgary

About the Role

Reporting to the Manager, Community Engagement, the Marketing Coordinator will play a key role on the Community Engagement team, helping to deliver events and communications successfully. Responsibilities include supporting with administrative tasks for our fee-for-service program, donor engagement, volunteer management, developing communication and fundraising materials, assisting with direct marketing, completing data entry, and providing other support as needed.

This is a full-time two-month term position located in the Calgary office. Regular work hours are generally between Monday and Friday 8:00 a.m. to 4:00 p.m., however, a flexible schedule including day, evening, and weekend availability may be required. This position is funded through the Government of Canada's Summer Jobs 2026 Program. The successful candidate must meet the program's eligibility criteria.

What you will do

Administrative Support:

- Help identify and connect with organizations for our fee-for-service program, including responding to any incoming inquiries.
- Attend training and workshops to support the development of social media content.
- Support with administrative tasks such as updating Monday.com with key project priorities, timelines, and other relevant details as needed.
- Support the creation and delivery of social media content, email campaigns, and other digital outreach efforts.
- Attend event-specific meetings and provide support on event days.
- Demonstrate a commitment to fostering Inclusion, Diversity, Equity and Accessibility (IDEA) initiatives within the organization and promote an inclusive environment for all participants.

Fund Development Support:

- Assist with creating reports via DonorPerfect to support donor engagement activities and strategic plan reporting.
- Assist with conducting donor research by creating contacts for engagement and building comprehensive donor profiles across giving levels.

- Support with soliciting corporate giving opportunities and soliciting in-kind donations through engagement with local businesses to secure items and services for silent auction and fundraising events and achieving the organization's fundraising goals.
- Other duties as required.

Communications Support:

- Assist with copywriting for social media and newsletter content, including for campaigns.
- Support with preparing and formatting PowerPoint presentations and other key documents to ensure clarity, consistency, and alignment with organizational standards. preparing PowerPoint presentations and other documents required.

What you will bring

- Detail oriented with a high degree of professionalism.
- Ability to work in a fast-paced, ever-changing environment.
- Exceptional writing and verbal communication skills.
- Ability to follow direction and have critical thinking skills.
- Strong relationship and planning skills.
- Demonstrate creative thinking.
- Possess foundational knowledge on IDEA principles in line with SafeLink Alberta's values.
- Intermediate proficiency in Microsoft Office (Word, Outlook, Excel) and data management tools.
- Knowledge of HIV/AIDS, sex work, harm reduction, and related issues would be considered an asset.
- Working experience in a non-profit environment within the field of special events or fundraising is preferred.
- Provision of a criminal security check with vulnerable sector search.
- Adheres to organizational policy and procedures.

To meet the funder requirements for this position, all applicants must meet the following criteria:

- Be between 15 and 30 years of age at the start of the employment;
- Be legally entitled to work and study as a Canadian citizen, permanent resident, or person granted refugee status in Canada.

What We Offer

The wage for this position is \$18 per hour.

Join an organization that values IDEA

At SafeLink Alberta, we are committed to promoting Inclusion, Diversity, Equity, and Accessibility (IDEA) within our organization and the communities we serve. For us, Inclusion means fostering a welcoming and respectful culture, diversity is ensuring a fair representation of voices and perspectives, equity is supporting everyone in accessing needed resources, and accessibility is making services available to everyone. We view IDEA as essential to building inclusive, empowered, and healthier communities while acknowledging that this involves continuous work and learning, and sometimes we will make mistakes. We strive to adapt to unlearning and

learning as needed. We pledge to integrate IDEA principles into our strategic plans and keep the community informed of our progress for transparency and accountability.

We especially encourage applications from communities that are under-represented among our staff, such as people living with HIV, visible minorities, those with lived/living experience, and people with culturally diverse backgrounds. We value your experience, and we encourage you to self-identify in your application should you feel comfortable doing so.

Ready to Apply?

This position will remain open until a suitable candidate is found. Please send your cover letter, resume, and any other relevant material to support your application via email to human.resources@safelinkalberta.ca quoting job reference **SLA – 205**.

You must be available for in-person/online interviews. No phone calls please. We thank all applicants for their interest; however, only those selected for an interview will be contacted.