



Community Relations Coordinator (Summer Position)

Sunset Point Christian Camp is a dynamic faith-based Camp along the shores of Lac Ste. Anne west of Edmonton. About 30 different groups utilize the camp facilities every summer. As well, the Camp is home to 175 private cabins and a 120-unit campground.

We are looking for a **Community Relations Coordinator (Summer Position)** to provide support in the ongoing communication with Camp stakeholders, as well as take an active role in fundraising activities, event management, and office administration. This includes managing the Camp's online presence (Website, Facebook, etc.) and implementing fundraising events such as the Cake Auction.

Location: Sunset Point Christian Camp, one hour north-west of Edmonton.

Term: April 25 – September 2, 2022

Hours: 40 hours per week, 8 hours per day (8:00 am to 5:00 pm), Monday – Friday. Some evening/weekend work will be required.

Compensation: \$20/hour plus 4% Holiday Pay.

Reports to: Executive Director

Responsibilities

- Research and respond to correspondence and telephone contacts.
- Support the development of Policies and Procedures.
- Manage the Camp's online presence and post timely updates as necessary.
- Publish a monthly online newsletter.
- Maintain the Camp's filing system, both hard copy and electronically.
- Take an active role in adhering and championing the safety program at the Camp.
- Assist and collaborate with other staff to ensure the smooth operation of the Camp.
- Be part of the team responsible for planning and implementing the Cake Auction.
- Plan and implement the Summer Student Showcase (end-of-summer VIP luncheon highlighting the work of the summer staff).

Requirements

- Must be between the ages of 18 – 30 years old.
- Excellent communication and interpersonal skills, and the ability to be tactful.
- Experienced in online communication and with Social Media.
- Familiar with using a computer, popular software (Word, PowerPoint, Publisher, Constant Contact), and photography.
- Valid Class 5 Driver's Licence and access to a reliable vehicle.
- Laptop computer and mobile phone.
- Comfortable with public speaking.
- High Character.



- Some university or college education in a related discipline (Communications, Public Relations, Education, etc.) would be an asset.

Residency Preference

Preference will be given to applicants who for the duration of the employment contract reside on the Camp (finding and paying for the accommodations is the responsibility of the applicant) or in the immediate local area.

Position Status

Sunset Point Christian Camp has applied to the Canada Summer Jobs program for a funding subsidy for this position. The status of the application will not be known until early in April, 2022, and hence confirmation of the successful candidate may only occur at that time.

Applications

If interested in this position, please submit a resume detailing your education and experiences (including listing any volunteer leadership positions and three references) by January 25, 2022, to:

Wilfred Golbeck
Executive Director
Sunset Point Christian Camp Foundation
Box 297
Alberta Beach, Alberta T0E 0A0
wilfg@telus.net
780-554-8133

Clearly indicate in the covering letter which position you are applying for.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.