



## Communications & Marketing Coordinator (Summer Student)

**Location:** Edmonton, Alberta (Remote/Hybrid)

**Full-Time Contract:** 35 hours per week, Summer Student Position (12 Weeks)

**Hourly rate:** \$20.00 + 4% vacation pay

**Deadline:** Posted until filled

### About Rural Development Network (RDN)

Rural Development Network (RDN) works alongside rural, remote, and Indigenous communities across Canada. Our work focuses on housing and homelessness, community engagement, research, systems change, social impact, and community development. We help communities turn data, local knowledge, and lived experience into practical action.

### The Opportunity

We're looking for a Communications & Marketing Coordinator to support RDN's communications, storytelling, and digital visibility efforts across Canada.

This role is ideal for a student who enjoys writing, content creation, social media, community storytelling, and creative communications work that supports meaningful community impact.

You'll work alongside multiple teams to help showcase projects, initiatives, events, partnerships, and community stories through engaging and accessible content.

### What You'll Do

- Support the creation and editing of communications materials including:
  - social media content
  - website content
  - newsletters
  - marketing materials
  - presentations
  - press releases
- Support RDN's social media presence through content creation, scheduling, engagement, monitoring, and analytics tracking.
- Assist with monthly newsletters and audience engagement efforts.
- Help maintain consistent branding and messaging across communications materials.
- Support website and communication products updates



- Assist with social media and website reviews/audits and help implement recommendations.
- Support proofreading, editing, and communications coordination across organizational projects and initiatives.
- Assist with the compilation of RDN's Annual Report.

## **What You Bring**

- Currently enrolled in a 3rd or 4<sup>th</sup> degree program or completed a two-year diploma program post-secondary education in communications, marketing, or a related field.
- Strong copy writing and editing skills.
- Strong attention to detail.
- Ability to manage multiple priorities and deadlines.
- Comfortable working independently and collaboratively.
- Experience using social media platforms: LinkedIn and Facebook
- Experience using Canva, Microsoft Office, Google Workspace, or Adobe Creative Suite is an asset.
- Interest in community development, storytelling, and nonprofit work is considered an asset.

## **Why Join RDN?**

At RDN, you'll gain hands-on experience supporting real projects and initiatives that impact rural, remote, and Indigenous communities across Canada.

This is an opportunity to build experience in communications, marketing, digital engagement, storytelling, and nonprofit operations while working with a collaborative and community-focused team.

## **Working Conditions**

Work is primarily performed remotely in a virtual office environment with occasional in office work as required.

## **Eligibility to Work in Canada**

At this time, we welcome applications from candidates eligible to work in Canada. If you are not a citizen or permanent resident of Canada, we encourage you to carefully review your visa to determine eligibility for employment.

## **Equal Opportunity Statement**

RDN is committed to building an inclusive and diverse workforce and encourages applications from equity-seeking groups.



We are committed to creating a respectful and inclusive workplace that reflects the communities we serve, including rural, remote, and Indigenous communities.

### **Accessibility**

RDN is committed to creating an accessible and inclusive recruitment process. Accommodations are available upon request throughout the hiring process.

### **How to Apply**

Please submit a cover letter and resume to [careers@ruraldevelopment.ca](mailto:careers@ruraldevelopment.ca). Applications will be reviewed on an ongoing basis.