



Agriculture is Everyone's Business

Communications Coordinator– Job Description

The Agricultural Producers Association of Saskatchewan is looking for a creative and experienced Communications Coordinator to join our team.

The Communications Coordinator is a full-time position working in collaboration with the APAS team and reporting to the General Manager to develop, coordinate, and execute internal and external communications programs.

Principal Duties and Responsibilities

1. Responsible for the development and implementation of the annual communication plan for APAS.
2. Supervise the production and distribution of all communication products, including; Saskatchewan Farmer's Voice Magazine, website content, social media posts, newsletters, press releases, promotional material, and corporate documents.
3. Provide front line contact for media inquiries.
5. Coordinate publicity for APAS events.
6. Maintain contact databases and media files

Working Environment

APAS is Saskatchewan's general farm advocacy and policy organization. We provide competitive salary and employment benefits. The Communications Coordinator position will be an exciting and varied experience, with scope to build your skills. This position will require flexibility, and the ability to travel to events and meetings.

Qualifications

- Post Secondary degree in Journalism, Public Relations/Communications or equivalent work experience in related field.
- Superior oral and written communication skills.
- Advanced understanding and use of social media
- Computer literacy is required; particularly word processing, spreadsheet, internet applications, graphics suites, and Word Press/ HTML.
- Strong work ethic, time management skills and to detail
- Valid driver's license and access to vehicle
- Direct experience or knowledge of agricultural issues will be considered an asset



Please send your resume by email by 4:00 p.m. November 26, 2019 to:

Duane Haave, General Manager

info@apas.ca 3401A Pasqua Street Regina SK S4S 7K9