

## JOB OPPORTUNITY

### Communications and Client Services Lead - Cole's Ag Communications

(One-year maternity leave replacement beginning January 2021)

#### Who is Cole's Ag?

Well, we're happy you asked. You won't find an approach like ours anywhere else.

We are a "Made in Alberta" company with a team of professionals covering expertise in all corners of the communications sphere. From our headquarters in Calgary, we offer communication services in all the mediums available today, from media and digital media marketing to video and branding strategy to good old fashioned writing and print messaging.

What sets us apart from other agencies? First, we are all about service. Our team members don't just complete tasks – we take the time to understand the needs and strategy of each and every client so that we produce quality work every time.

Second, our people. We love the work we do and the agriculture industry, first and foremost. Our collective motivation is to create and deliver for our clients and to do work we are all proud of.

**Learn more at [colesag.com](http://colesag.com)**

#### JOB SUMMARY

There are two main components to this job.

##### *Communications administration/planning*

- LEAD and MANAGE communications projects from start to finish, including creating and documenting communications strategies, managing client accounts, overseeing schedules and timelines and reporting to team members internally and externally, and be the main contact for clients

##### *Entry-level writing/editing/strategizing/creative*

- Develop content and produce industry newsletters on a monthly or as needed basis
- Provide support for event planning
- Develop communications strategies and campaigns
- Create social media plans
- Brainstorming ideas for new campaigns, provide input on client pitches, etc.

This person would be guided by, and report to, our senior team members.

##### *Work environment*

- We are a hybrid-remote office, with a presence across Western Canada and a central office located in Calgary, AB.
- Flexible work conditions are available as needed and when schedules permit.

##### *Experience*

- Ideally, we are looking for someone with education and experience in the communications/marketing/journalism/public relations sphere.
- Agriculture background or experience is ALWAYS an asset in this industry. But we are always open to hearing from candidates from diverse backgrounds about how they'll fit into the role and our company.

**To apply, please email your cover letter and resume to Cole Christensen at [cole@colesag.com](mailto:cole@colesag.com) by Dec. 7, 2020.**



**COLE'S AG COMMUNICATIONS**

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