



Communications and Executive Coordinator

Location: Edmonton, Alberta

Position Type: Full-Time

Salary Range: \$50,000 - \$60,000 annually (commensurate with experience)

About Us

The Alberta Council of Women's Shelters (ACWS) is the provincial network of women's shelters in Alberta. We support over 40 member organizations operating more than 60 shelters for women, their children, and seniors facing domestic abuse.

Through collective data, research, training, public awareness, and prevention initiatives, ACWS works in partnership with our members to create a world free from violence and abuse. With support from ACWS, shelters across Alberta are strengthening safety, supporting families, and building healthier communities.

Position Overview

The Communications and Executive Coordinator plays a central role in advancing the work of ACWS. This position provides high-level executive coordination to the Executive Director while also supporting the organization's communications initiatives. The role bridges executive operations and communications implementation—ensuring alignment, efficiency, and professional excellence in both internal coordination and external engagement.

This is not a passive administrative role. It requires initiative, sound judgment, professionalism, and the ability to move work forward quickly and independently in a fast-paced, mission-driven environment.

As a member-based organization, all ACWS employees contribute to supporting our shelter members, which includes responding to occasional phone or email inquiries from members to ensure supportive and consistent member experience.

Because ACWS is a public-facing organization, staff may sometimes receive calls from individuals in crisis or seeking resources. Compassion, professionalism, and comfort in these interactions are essential.

Key Responsibilities

Executive & Organizational Coordination

Executive Director Support

- Manage and protect a complex Executive Director calendar, anticipating conflicts and ensuring strategic use of time
- Coordinate meetings, prepare briefing materials, and compile meeting packages
- Draft and manage correspondence on behalf of the Executive Director
- Track action items and ensure timely follow-up
- Support preparation of presentations, reports, speaking notes, and briefing documents

Engagement & Representation

- Serve as a professional point of contact for members, government officials, funders, partners, and community stakeholders
- Engage confidently by phone, email, and in meetings
- Initiate and receive calls as required, ensuring clear communication and follow-up
- Represent ACWS with professionalism, diplomacy, and discretion

Organizational Administration

- Coordinate internal meetings, team sessions, and planning logistics
 - Maintain organized digital filing systems (Teams, SharePoint, etc.)
 - Support cross-program coordination and workflow tracking
 - Liaise with vendors and service providers
 - Provide reception support, including answering phones and greeting guests
 - Assist with formatting and coordination of grant and reporting documentation
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Communications Support

Content and Digital Communications

- Draft, edit, and schedule social media content
- Support website updates and content formatting
- Create graphics and visual materials aligned with ACWS brand standards (Canva/Adobe asset development)
- Assist in development of newsletters, reports, and digital campaigns
- Monitor social media channels and flag or respond to inquiries as directed
- Track website and social media analytics and prepare summary reports

Event and Outreach Coordination

- Support communications-related events, announcements, and engagement activities
- Coordinate invitations, RSVP tracking, venue logistics, and virtual meeting technology
- Assist with media and government relations logistics, tracking and maintaining contact database.

Qualifications

- Post-secondary education in communications, fundraising, nonprofit management, business, or a related field; equivalent experience will be considered.
- Strong organizational and project management skills, with the ability to manage multiple priorities, meet deadlines, and take initiative with minimal supervision.
- Professional, confident communicator who can represent ACWS positively with donors, partners, and stakeholders in both independent and team-based environments.
- Experience working in a shelter or gender-based violence sector is considered an asset.

- Proven ability to **self-generate work**, take initiative, and move projects forward with minimal supervision.
- Valid Alberta Driver's Licence and willingness to travel within the province as needed.

Why Join Us?

At ACWS, we believe in the power of empathy, support, and collective action. Joining our team means contributing directly to the wellbeing of individuals and families affected by domestic violence, and strengthening the impact of shelters across the province.

We offer:

- Flexible work environment
- Professional development opportunities
- Matched savings plan
- 100% employer-paid health and dental benefits
- Paid vacation and wellness time
- Meaningful work that supports life-changing outcomes for survivors of violence

How to Apply

Please submit your **resume** and a **cover letter** outlining your qualifications and experience to finance@acws.ca.

Equity Statement

The Alberta Council of Women's Shelters is an equal-opportunity employer. We strongly encourage applications from individuals with diverse lived experiences, including Indigenous, Black, and racialized people; 2SLGBTQIA+ individuals; people with disabilities; and those with experience in gender-based violence work or advocacy.