



## JOB POSTING

Founded in 1986 Alberta Network of Women (ANIW) is a charitable organization. Our vision is to empower immigrant women across Alberta to take an active role in our communities. Our project cycle begins with research for an evidence based approach to build educational and training workshops, seminars, group discussion that assists immigrant women realize opportunities and work on issues that impact their wellbeing in our communities.

### The Position:

**Title: Technology/Communications Assistant**                      **Job Type: Part Time (12 hours a week)**

ANIW is seeking an experienced and a competent Technology Assistant for our Capacity Alberta Program that provides support services for the international trained professionals more specifically the Technology Assistant will assist instructors to deliver on line support services to international trained dentist. The technical assistant will also assist instructors for any online learning material they may develop. In addition assist the program coordinator with program marketing and social media.

The Technology assistant reports to the Executive director

### Qualifications Required:

#### Education and Experience:

- A post -secondary degree/certificate in technology or an equivalent combination of experience and skills
- Experience in use of different platforms required for delivery of online learning material
- Experience working in social media
- Knowledge of the non-profit sector is an asset

#### Knowledge and Skills:

- A team player with good verbal and written communication skills
- Strong organizational, interpersonal and collaboration skills ability to work in a culturally diverse environment.
- Demonstrated ability to engage a diverse audience through creative print, web, and social media strategies
- Experience with WordPress for website management is an asset

### How to Apply:

E-send or mail your resume by **June20.2018** to:

#### Hiring Team

[info@aniw.org](mailto:info@aniw.org) or at 107, 1409 Edmonton Trail NE Calgary Alberta T2E 3K8

We thank all applicants for their resumes, but only candidates selected for an interview will be contacted.