



EMPLOYMENT OPPORTUNITY

Member Engagement Coordinator

Do you enjoy building relationships and making connections between organizations and individuals? Do you enjoy amplifying the voices and stories of others over social media and other communication platforms? Do you want to build a stronger, more connected museum community in Alberta? We are excited to offer an employment opportunity for an energetic, positive, and organized, individual interested in an administrative position in the heritage and culture sector.

Reporting to the Executive Director / CEO, the basic duties of the position include:

- Foster strong relationships with AMA membership through outreach activities, site visits, networks, etc.
- Engage with stakeholders to amplify value of museums in Alberta.
- Manage AMA social media channels.
- Provide support for the Recognized Museum and Grants Programs.

Qualifications / Competencies:

- Applicable certificate, diploma, or degree, or equivalent experience.
- Strong understanding of the diversity of Alberta's museum and heritage sector.
- Facilitation and community relations skills.
- Effective social media skills, including business profile knowledge.
- Ability to build positive relationships with a variety of stakeholders.
- Good communication, organizational, interpersonal, and time-management skills.
- A passion for museums and heritage and a commitment to the AMA's values.
- Ability to work in a fast-paced, collaborative, team-based environment.
- Flexible and adaptable with a sense of humour.

Location: Edmonton, Alberta, Canada

Hours and Compensation Package: 37.5 hours per week. Compensation package includes annual salary range of \$45,000-50,000 access to benefits program and professional development funds.

Closing Date: resumes will be accepted via email until **July 30, 2021**.

Please submit a cover letter and resumé by email:

Meaghan Patterson

Executive Director / CEO, hr@museums.ab.ca.

* Further information about the position is available by email only, by request.

The AMA is the provincial association of museums and museum professionals. We are regarded as a leader in the Canadian museum field for our innovative programming, publications, and services. The AMA leads, facilitates, and supports the province's museums through professional consultation, career development opportunities, award-winning publications, and grants funding. We work on behalf of a vital and engaged museum community in Alberta and collaborate with partners across Canada. For more information on the AMA, visit our website at museums.ab.ca.

The AMA is committed to fostering an equitable, diverse, and inclusive workplace that is free from harassment, sexual misconduct, and discrimination. We actively encourage applications from Indigenous peoples, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression.