



Position Title: Communications Coordinator		Status: Full Time Permanent
Reports To: Manager, Corporate Communications		Team: Operations
Location: Calgary – Buffalo Run Office (Hybrid)		Number of Positions Open: 1

JOB POSTING

Alberta Indigenous Opportunities Corporation (AIOC) is looking for a **Communications Coordinator** to join our team!

Alberta Indigenous Opportunities Corporation (AIOC) bridges the gap between Indigenous Nations and groups seeking commercial partnerships in major projects and their financial capacity. AIOC has been delegated the authority to provide up to \$3 billion in loan guarantees to reduce the cost of capital for Indigenous Nations and groups and to support their ability to raise capital to invest in natural resources, agriculture, telecommunications, transportation, tourism, healthcare and technology projects.

ABOUT THE ROLE

The **Communications Coordinator** provides organization and coordination of communications and events throughout AIOC and within the Communications team by acting as a support for internal and external communications and marketing approaches.

The Communications Coordinator will act as a liaison between Indigenous communities, industry and other stakeholders, and internal departments within AIOC, while coordinating all communications, marketing and events representation and presence in alignment with AIOC's purpose and vision.

Utilizing a passion for and understanding of communications and partner relations, the role will offer support and foster collaboration with team members and external parties.

The individual will manage multiple projects and tasks with competing priorities and tight timelines, is professional and friendly, and can work both independently and as part of a team.

ACCOUNTABILITIES

- Develop, write, edit, and publish content across digital channels, including website, e-newsletter, social media, and internal platforms
- Manage and maintain content calendars, ensuring consistent, timely, and on-brand communications
- Own day-to-day social media management, including content planning, drafting posts, scheduling, community engagement, and performance tracking
- Support the development and execution of social media campaigns aligned with broader communications goals
- Coordinate and support organizational events, including planning timelines, drafting promotional and on-site materials, and post-event communications
- Act as the communications lead for assigned events, liaising with internal teams and external vendors as needed
- Lead project coordination for the organization's annual report, including managing timelines, gathering content from stakeholders, coordinating reviews and approvals, and supporting design and production
- Collaborate with internal stakeholders to gather information, shape messaging, and ensure communications are accurate and aligned
- Draft and edit a wide range of materials, including announcements, articles, talking points, press materials, presentations, and reports
- Monitor and report on communication metrics (e.g., engagement, reach, performance) and provide insights to inform future efforts
- Ensure consistency of brand voice, tone, and messaging across all communications



- Support media relations, partnerships, sponsorships or additional communication initiatives as required
- Additional administration support as required

QUALIFICATIONS

- Bachelor's degree in Communications, Marketing, Journalism, Public Relations or a related field.
- 3 – 5 years of progressive experience in corporate communications, marketing, public relations or a similar role.
- Experience working in Indigenous and stakeholder engagement activities, and/or with a Crown corporation, public sector or professional association or mid-large-scale company would be considered an asset.
- Proven ability to write, edit and proofread clear, concise and engaging content for a variety of audiences.
- Experience managing multiple projects and deadlines simultaneously in a fast-paced corporate environment
- Demonstrated experience supporting or coordinating corporate events and communication initiatives
- Hands-on experience managing social media channels for an organization or brand
- Experience coordinating complex deliverables such as reports, publications, or multi-stakeholder projects
- Ability to collaborate effectively with cross-functional teams and multiple stakeholder groups
- Highest degree of privacy and confidentiality, political acumen, a sense of integrity and discretion are required.
- Experience conducting research, synthesizing information, and preparing briefing or background materials
- Proficiency with common communications tools and platforms (e.g., CMS, email marketing platforms, social media management tools, Microsoft Office, etc)
- Ability to take initiative to independently begin, track and complete projects.

AIOOC strives to foster an inclusive and safe environment for all. We encourage and support qualified individuals from all communities and unique backgrounds to apply.

Qualified applicants are encouraged to send a copy of their cover letter and resume by email to: careers@theaioc.com. Applications will be accepted until 5:00 P.M. MST on Friday, March 6, 2026.

GUIDING STATEMENTS	
Vision	Indigenous Peoples are important drivers of and key partners in Alberta’s natural resources, agriculture, telecommunications, transportation, tourism, healthcare and technology sectors.
Purpose	To drive Indigenous prosperity and independence through investment and active participation in Alberta’s natural resources, agriculture, telecommunications, transportation, tourism, healthcare and technology sectors.
Strategy	As an economic ecosystem catalyst, AIOOC facilitates Indigenous investment and partnerships in development of Alberta’s natural resources, agriculture, telecommunications transportation, tourism, healthcare and technology sectors.