



Full Time Position, Communications Assistant

Based in Calgary Canada, [ARC Financial Corp.](#) is Canada's largest energy focused private equity manger. Founded in 1989, ARC Financial Corp. has established a long-term track record of investing across the energy spectrum. The [ARC Energy Research Institute](#) is an integral part of ARC Financial Corp. and conducts economic and investment analysis for the firm and its stakeholders.

The Communications Assistant will report directly to Jackie Forrest, Executive Director of the ARC Energy Research Institute and will have responsibilities that span both ARC Financial Corp. and the ARC Energy Research Institute. This dynamic and new role will improve the quality and frequency of our communications and materials; arrange all event logistics; and help with other day-to-day tasks needed to increase the productivity and efficiency of our team.

Some of your roles and responsibilities may include:

- Website updates and management
- Production and distribution of weekly newsletter
- Events Management (virtual and physical)
- Social Media
- Digital design for slides, videos and photos
- Data entry, invoice & contracts admin
- Travel coordination/booking

Skills and Education

- Completion of an undergraduate degree or diploma in communications or a related discipline
- Exceptional knowledge of Microsoft Office applications, especially PowerPoint and Excel
- Superior design and creativity
- Knowledge of WordPress, Mailchimp, Adobe InDesign
- Knowledge of Social Media platforms, tools and strategies
- Skills in picture and video production and editing
- A strong work ethic, excellent interpersonal skills and a desire to be a team player

Work Experience

Employment experience is an asset.

Applicants should have an interest in building a career in Calgary and in communications. This is a full-time contract position (1-2 year term) that includes health benefits. Interested candidates should e-mail a cover letter, one page resume and all university transcripts to:

Jackie Forrest
ARC Energy Research Institute
Suite 4300, 400 - 3rd Avenue S.W.
Calgary T2P 4H2
jobs@arcfinancial.com

Posting expires 12 pm MST on Wednesday, May 24, 2022. Only those candidates selected for interviews will be contacted. For further information please visit our websites at: www.arcfinancialcorp.com
www.arcenergyinstitute.com