



POSITION **Communications Associate I**

PROFILE *Federated Co-operatives Limited (FCL) is a diverse business operating in the agriculture, food, energy and home and building sectors. Based in Saskatoon, Sask., FCL is owned by independent retail co-operatives from across Western Canada that are committed to local investment, community mindedness and lifetime membership benefits. FCL is involved in wholesaling and manufacturing, including refined fuels and lubricants. It also provides administrative and marketing support to its member-owners. For more information, visit www.fcl.crs.*

The Co-operative Retailing System is a network composed of Federated Co-operatives Limited (FCL) and over 180 independent retail co-operatives that help build, feed and fuel individuals and communities in Western Canada. From Vancouver Island to northwestern Ontario and into the Arctic, retail co-ops serve 1.8 million active members and many more customers at 2,500 locations. FCL centrally supplies and supports these retail co-ops. By working together under the CO-OP® brand, we are all committed to local investment, community mindedness and lifetime membership benefits. For more information, visit www.coopconnection.ca.

POSITION SUMMARY FCL invites you to apply for applications for the **Communications Associate I** position at our home office in Saskatoon, Saskatchewan.

As part of our award-winning communications team, you'll post and schedule content on various channels to support writers and content providers. You'll assist more senior team members in writing, recording, editing and proofing content and visuals for FCL's internal and external web sites, social media, and other communications according to corporate standards and formats.

RESPONSIBILITIES Reporting to the Public Relations Manager, responsibilities for this position include:

1. Assisting more senior team members in writing, recording, editing and proofing content and visuals for FCL's internal and external web sites, social media and other corporate communications according to corporate standards and formats.
2. Supporting the corporate intranet, public website and various social media vehicles.
3. Supporting contributing writers, content providers and local administrators.
4. Assisting senior team members in ensuring content is aligned with company's vision, mission, values and business goals.
5. Handling information in a professional manner.
6. Posting content on various channels, including, CRS Hub, digital screens, and internal or employee email blasts.
7. Maintaining data in crisis communications system and post information as required. Send out employee e-blasts as required.
8. Other duties as assigned.

REQUIREMENTS The successful candidate will have a University degree in communications, marketing, or related field. No experience required. Or a Diploma in communications, marketing, or related field with 2 years of related experience in marketing.

You may be required to undergo a background and substance test in accordance with FCL policies.

**A COMBINATION OF RELEVANT EDUCATION AND EXPERIENCE MAY BE CONSIDERED.*

FCL offers a competitive salary, ongoing personal and professional development, and the opportunity to work with one of western Canada's most successful organizations.

DEADLINE Please submit a detailed resume in confidence on or before **March 26, 2019**

TO APPLY **Submit your resume to careers@fcl.ca. Please indicate position applied for in "Subject" line.**

Talent Acquisition Specialist,
Federated Co-operatives Limited
Box 1050, 401 - 22nd Street East
Saskatoon, Saskatchewan S7K 3M9
www.fcl.crs



WE THANK ALL CANDIDATES FOR THEIR INTEREST, HOWEVER,
ONLY THOSE SELECTED TO CONTINUE IN THE SELECTION PROCESS WILL BE CONTACTED.

=====*Join Our Team!*=====