



POSITION: Communications Coordinator

LOCATION: Saskatoon, SK

TYPE: Permanent, Full Time

THE COMPANY: Westcap is Saskatchewan's premier private equity and venture capital Fund Manager that has invested more than \$1 billion in over 200 companies. Westcap is proud to invest in Saskatchewan through its specialized family of funds that address capital gaps in the growing provincial economy. Westcap is the Fund Manager to Golden Opportunities Fund, MBO Private Equity Funds, HeadStart on a Home, as well as other specialized funds. By offering more than just capital, we have become an important part of the Saskatchewan economy.

THE ROLE: In this diverse position you will work independently, in a team and with third party service providers to coordinate the overall design, production and delivery of written, electronic and event driven communication pieces. This includes annual reports, brochures, advertising templates, electronic newsletters and social media campaigns for all funds under management.

QUALIFICATIONS AND SKILLS:

- Minimum two to three years' previous experience directly related to working on design of creative concepts, production and delivery of printed and electronic communication pieces
- Post-secondary training in design, project management and/or marketing
- Extensive experience with Adobe InDesign and Photoshop is mandatory, and experience with Illustrator is an asset
- Ability to plan, organize and manage communication initiatives from concept through to implementation
- Superior written and oral communication skills and the ability to prioritize tasks while working in a fast-paced professional environment
- Project management skills and the ability to work within prescribed timelines and budgets, as well as the ability to coordinate multiple initiatives simultaneously
- Experience in creating and implementing successful social media campaigns
- Exceptional attention to detail and time management skills are critical
- Ability to establish and maintain effective working relationships with third party service providers and stakeholders

WHY WESTCAP:

Westcap offers the opportunity to work in a professional, team-focused environment. In addition, Westcap provides a competitive compensation package including fully-funded health benefits, a matching RRSP plan and a mobile communication device. Westcap is committed to career development and financially supports continuing education initiatives.

HOW TO APPLY:

This opportunity is available immediately and interested applicants are encouraged to submit their application via email as soon as possible. Applications will be reviewed upon submission and qualified candidates will be contacted for an interview.

Attention: Human Resources
Email: HR@westcapmgt.ca

Please note all submissions will be held in confidence and only those selected for an interview will be contacted.