

TITLE :	Programs Officer
POSITION STATUS:	Full-Time – Permanent
REPORTS TO:	CEO
SALARY:	Range starting at \$70,000
POSTING DATE:	January 31, 2019
CLOSING DATE:	February 22, 2019
TARGET START DATE:	May 1, 2019

POSITION SUMMARY

The Edmonton Screen Industries Office (ESIO) is a not-for-profit organization that has been established to help lead Edmonton in becoming a national and international centre for media production excellence. The ESIO is currently seeking to fill the role of Programs Officer. The Programs Officer has overall responsibility for the development and supervision of ESIO programs.

KEY RESPONSIBILITIES

- Promotion, outreach and awareness of the ESIO programs.
- Development of program parameters and criteria that meets the needs of the community and stakeholders.
- Respond to, review and provide feedback to both potential and active applicants and recipients.
- Generate and oversee program budgets and deliverables.
- Liaise with various stakeholders to gather and compile information that meets program needs.
- Develop and maintain positive relationships within the community.
- Develop a variety of databases that meet the program needs of the community.
- Oversight and supervision of program activities, costs, and stakeholders.
- Programs include Edmonton Film Friendly Program, Edmonton Location Rebate Program, Reelscout online locations platform, Edmonton screen media goods and services directory, education/training workshops, screen industries conferences, green industry initiatives, diversity initiatives, other ESIO programs as required.
- Preparation of related reports.

QUALIFICATIONS

- Post-secondary education in a relevant field of study, or equivalent combination of education and experience.
- At least three years of program delivery and oversight experience.
- Strong communication skills both written and oral.
- Strong project supervision skills and methodology.
- Developed analytical and organization skills.

Interested candidates email resume and cover letter as a single attachment to: Josh Miller

Email: jmiller@edmontonscreen.com

We are an equal opportunity employer. The ESIO encourages diversity and welcomes applications from all qualified individuals.

We thank all applicants in advance, however, only candidates selected for an interview will be contacted.