

Market Engagement & Events

(Competition 2026-1360)

Our organization:

The Alberta Securities Commission (ASC) is the industry-funded regulator responsible for administering the province's securities laws. It is entrusted with fostering a fair and efficient capital market in Alberta and with protecting investors. As a member of the Canadian Securities Administrators (CSA), the ASC works to improve, coordinate and harmonize the regulation of Canada's capital markets. The ASC has been named one of Alberta's Top Employers for the past 10 years.

The Communications & Investor Education division provides strategic communications advice and support to all areas of the ASC in a manner that encourages a fair and efficient capital market and meets the ASC's organizational objectives. The division's award-winning CheckFirst.ca website, materials and ongoing consumer education are focused on providing Albertans with relevant information about investing and how they can protect themselves from securities fraud. Through internal communications, media relations, digital communication, investor and industry education and stakeholder engagement, the team promotes transparent, relevant and timely information to support intelligent securities regulation and investor protection in Alberta and throughout Canada.

The opportunity:

Reporting to the Manager, Communications & Investor Education, this role works closely with both the internal and external communications specialists and collaborates with all members of the team and colleagues in a variety of ASC divisions to manage the logistics of a number of in-person and virtual events that engage a wide variety of audiences.

Key responsibilities include:

- Leading the planning, coordinating, execution and evaluation of logistics for internal and external events, including ASC Connect, business division webinars, employee events and the annual United Way campaign.
- Collaborating with internal clients and business partners to identify event objectives, requirements, logistics, and success measures.
- Budgeting and financial management responsibility for all events, including United Way.
- Coordinating contracts, purchase orders, invoices, accruals, and procurement documentation in accordance with established processes.
- Drafting and editing a variety of communication materials, including announcements, event invitations, employee engagement communications, and internal web content.
- Managing inventory to ensure items are available for events or department requirements.
- Building relationships with other ASC colleagues and developing and maintaining vendor relationships.
- Co-representing, with the investor education team, externally at tradeshow, conferences and other public activations in a poised, professional manner.
- Creating and coordinating distribution lists/mail outs, registration for events.

The ideal candidate will possess:

- An undergraduate degree or post-secondary diploma or certificate in communications, journalism, English or relevant program.
- A minimum of five years' experience with event management and project management or communications-related experience.
- Three to five years of experience writing various content.

- Excellent relationship-building skills across all levels of an organization and a strong customer service focus when dealing with internal and external stakeholders.
- Proven project management and organizational skills with the ability to act proactively and independently.
- Strong writing and verbal communication skills.
- Strong coordination and organizational skills, with the ability to manage multiple priorities, follow established processes and work independently on assigned responsibilities
- Willingness to work collaboratively with all members of our team and colleagues from other divisions and departments.
- A desire to learn and continuously improve both personally and professionally.
- Proficiency in MS Office suite.
- Proficiency with CP style would be an asset.
- Experience with Adobe design programs (Photoshop, InDesign and Illustrator) would be an asset.
- Web publishing skills, particularly in proficiency in SharePoint, would be an asset.
- Experience with financial processes and budgets would be an asset.
- Knowledge and understanding of the government would be considered an asset.

To apply:

Click the Apply For This Job Online button to submit your resume, cover letter and salary expectations by August 14, 2026. *This position will work out of the ASC office located in Calgary, Alberta.* You will be contacted if you are selected for an interview. More information about working at the ASC including our comprehensive Total Rewards package can be found on our website at www.asc.ca.

We offer a hybrid work environment and flexibility, a competitive total rewards package consisting of 100 per cent employer-paid benefits, comprehensive health and dental, employee life insurance, short-term and long-term disability; retirement benefits; travel insurance; paid vacation time, flex and sick days; an employee family assistance program; transportation allowance, generous flexible spending account and professional development through subsidized courses, conference, workshops, seminars and in-house training. We also encourage fun and giving back to the community with initiatives offered through our ASC Social Club and annual United Way Campaign.

The ASC is an equal opportunity employer and encourages applications from all qualified individuals. We celebrate diversity and are committed to providing an inclusive work environment where every employee feels valued and respected.