Marketing & Design Coordinator

(6-month term)

Innovate Calgary

CALGARY, ALBERTA

How to Apply: email your resume and cover letter to hr@innovatecalgary.com with **Marketing & Design Coordinator** as the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Application Closing Date: **November 20, 2026**

About Innovate Calgary

Innovate Calgary is a wholly owned subsidiary of the University of Calgary, supporting the University, its members and partners bridge the gap between discovery and creating economic and societal impact. We provide a unique environment for employees combining a flexible working environment with significant exposure to the breadth of Calgary's and UCalgary's growing innovation and entrepreneurial ecosystems.

About the Role

This is a temporary role with a term of 6 months (opportunity to extend based on funding).
The Marketing and Design Coordinator plays a key role in producing high-quality external-facing assets to ensure This role will help develop brand standards across the organization, creating consistency across all materials in a vibrant yet professional style.
The role will also support the marketing department with a variety of tasks, including events support, designing and sourcing swag and merchandise, internal and external communications, stakeholder relations, and more.
The position reports to the Senior Manager, Marketing and Communications, working alongside the rest of the marketing team to support the many functions at Innovate Calgary, including the Tech Transfer Office, Elevate IP Alberta, the New Ventures team, the Life Sciences Innovation Hub, and the Aerospace Innovation Hub.

This position is based in Calgary and requires in-office hours to maintain marketing operations efficiency and coordination with various stakeholders and colleagues.

Key Accountabilities:

Graphic Design & Asset Creation

- Complete various print and digital design assignments
- Create ongoing digital assets, including social and events cards, one-pagers and full publications, and any other resources needed
- Collaborate with team members in ideation sessions, to determine needs versus wants, workback schedules and deadlines, etc.
- Bring new design ideas to the table, encouraging accessibility and ongoing brand building in all design projects

Marketing & Communications

- Collaborate with the marketing team on complex marketing and communications plans
- Develop website content, social media campaigns, marketing collateral, toolkits, and email communications

- Work closely with Innovate Calgary's central Marketing & Communications team to ensure brand consistency and strategic alignment
- Support storytelling initiatives that highlight partner impact and startup success
- Assist with media relations opportunities as required
- Contribute to various other marketing activities to support the team, including attending and helping out at our events, editorial support, posting to our social media channels, and more

Skills & Qualifications:

- 2+ years of experience in marketing, communications, or graphic design
- Experience using marketing and design tools such as Adobe InDesign, Illustrator, Photoshop, Canva, or similar platforms
- Strong attention to detail, to catch any mistakes before publishing designed assets
- Strong organizational and project management skills
- Ability to manage multiple stakeholders and shifting priorities, having an open mind to feedback and responding positively to multiple collaborators
- Strong understanding of digital marketing and social media strategies
- Ability to work independently while collaborating across multiple teams
- Experience working with startups, entrepreneurs, or within an innovation ecosystem is an asset
- Familiarity with Alberta's startup ecosystem and business accelerators/incubators is strongly preferred

What We Offer

We believe in fair and transparent compensation. We provide a well-rounded and meaningful total compensation package designed to support your wellbeing and long-term success:

- **Salary**: The budgeted salary range for this role is $55,000 to $70,000 per year, depending on our assessment of your experience and qualifications.
- **Paid Time Off**: Generous paid time off including vacation, sick days, volunteering time, 13 recognized statutory holidays, plus our office closes annually from December 25 to January 1, providing additional paid time off without reducing your vacation balance.
- **Mission-Driven Work**: Join a highly engaged and purpose-driven team. You'll work alongside people who are passionate about supporting research, innovation, and entrepreneurs tackling some of the world's most pressing challenges.

Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.