



CAREER OPPORTUNITY

Position title	Manager, Communications & Member Relations
Closing date	January 20, 2006
Position level	Intermediate
Duration	Full-time permanent
Salary range	TBD
Position description	<p>Responsibilities</p> <p>In this diverse role, you will develop and execute internal and external communication plans, facilitating pro-active communication with association members, industry partners, government groups, the media and the public. You will also be responsible for member recruitment and retention; marketing of the Association's events, publications and advertising opportunities; maintaining a current website; and producing newsletters, magazines, presentations and other communication vehicles.</p> <p>Qualifications</p> <p>You are a graduate of a Marketing / Communications program with 5-8 years of related experience. You have excellent writing, editing, interpersonal and organizational skills, and are able to work independently and as part of a team to meet deadlines. You thrive in a dynamic, multi-tasking environment. You are proficient in MS Word, Excel, PowerPoint and Quark Express. Investor relations experience would be a definite asset.</p> <p>Our Organization</p> <p>The Petroleum Services Association of Canada (PSAC) is the national trade association representing the service, supply and manufacturing sectors within the upstream petroleum industry. PSAC represents a diverse range of over 260 member companies, employing more than 37,000 people and contracting almost exclusively to oil and gas exploration and production companies. For additional information on PSAC, please go to www.pfac.ca.</p>
To apply	<p>If you hold the appropriate qualifications for this position, please submit your resume in confidence to: PSAC Human Resources:</p> <ul style="list-style-type: none">• Mail: #1150, 800 – 6th Avenue SW, Calgary, AB T2P 3G3,• Email: comm@psac.ca• Fax: (403) 263-7174 <p>We thank all applicants for their interest, however, only those selected for interviews will be contacted.</p>