

Marketing & Communications Coordinator

Position: Marketing & Communications Coordinator

Location: Calgary

Employment Type: Full-Time

Application Deadline: November 15, 2025

Expected Start Date: December 2025

About the SAF Group

The SAF Group of entities (collectively, “SAF”, “we”, or “our”) was founded in 2014 in Calgary with the ambition of becoming one of Canada’s leading alternative credit asset management firms. We now have offices in Calgary, Vancouver and Toronto with a team of more than 35 professionals. Since inception, SAF has deployed more than \$4.5 billion and assets under management have averaged more than 35% compounded annual growth. SAF is deploying capital via both closed-ended and open-ended investment vehicles with a broad investor base including pensions, insurance companies, asset managers, endowments and family offices.

Our young and dynamic team is our greatest asset. We foster a culture of intellectual curiosity, personal development, collaboration and the unwavering pursuit of excellence.

Role Overview

We are seeking a detail-oriented and creative Marketing & Communications Coordinator to join our team. The ideal candidate is a recent graduate with strong communication and organizational skills, eager to apply their marketing and content knowledge in a professional setting. This role will support the development and execution of marketing initiatives across digital, print, and event channels, helping to build brand awareness, strengthen investor communications, and showcase SAF Group’s position as a leading Canadian private credit manager.

Key Responsibilities

Below are key responsibilities where prior experience is highly valued but not strictly required. We are looking for someone to take initiative to grow into these areas over time:

- Assist in preparing investor communications such as newsletters, website updates, and social media content to ensure clear and timely messaging.
- Contribute to content development, including drafting posts, articles, and educational pieces to strengthen SAF Group’s brand presence.
- Coordinate with internal teams to gather information for marketing projects and ensure consistency across all materials.
- Assist with planning and promoting events such as investor meetings, webinars, and industry conferences.
- Monitor engagement across communication channels and help prepare reports on marketing effectiveness.

Required Skills & Background

- Bachelor's degree in Marketing, Communications, Public Relations, or a related field.
- Strong written and verbal communication skills, with the ability to adapt messaging for different audiences.
- Creativity and an eye for detail in content creation and presentation.
- General understanding of business and investment management concepts.
- Solid organizational skills with the ability to manage multiple tasks and deadlines.
- Comfortable using digital tools and platforms such as social media, Microsoft Office, and (ideally) design software like Canva or Adobe Creative Suite.
- Proactive, eager to learn, and motivated to contribute to a collaborative, high-performing team.
- Experience in financial services or private markets is an asset but not required – curiosity, interest willingness to learn are key.

What We Offer

- A competitive salary, bonus structure, and comprehensive benefits package;
- Opportunities for team-building events and activities; and
- A supportive team culture that emphasizes excellence, collaboration, innovation, and continuous learning.

How to Apply and Our Recruitment Commitments

- Please submit your resume to careers@safgroup.ca. Applications will be reviewed on a rolling basis. We thank all applicants for their interest; however, only those selected for an interview will be contacted.
- SAF is dedicated to being an equal opportunity employer. We celebrate and welcome the diversity of all our employees and have specific policies in place to prevent discrimination in our hiring practices.