



Internal/External Posting
Communication and Fund Development Department
PART-TIME COMMUNICATION COORDINATOR

KEY JOB FUNCTIONS & RESPONSIBILITIES:

The Communication Coordinator will work under the direction of the Manager of Communication and Fund Development in a Christian organization to develop and implement a comprehensive communication plan that accurately and effectively reflects the brand and ethos of The Cridge Centre for the Family.

Initiate, develop and manage communication strategy to achieve overall organizational objectives; develop and execute internal and external communications to support new and ongoing programs; manage public and media relations, marketing and promotional plans, publication management; website planning and monitoring, creating and curating content (photographs, video and copy).

QUALIFICATIONS

The Communication Coordinator will have a personal Christian faith and subscribe to the values of The Cridge Centre for the Family, including: Statement of Faith and Purpose Statement; and be able to embrace, understand, communicate and develop messaging in accordance with our faith.

Minimum 2 years' experience and training with special attention to social sciences, communication, public relations, journalism or business administration, or equivalent.

- Experience with colour printing, desktop publishing, media relations and communications/marketing plan development.
- Demonstrated excellent oral and written communication skills.
- Demonstrated experience with the media.
- Demonstrated knowledge of software utilized by communications professions including desktop publishing software, Adobe, Hootsuite, WordPress, and adept in utilizing social media in support of communications initiatives.
- Using a digital camera with an eye for photography that tells a story.
- Experience publishing content in digital media such as e-newsletters, e-blasts; managing and posting content to social media networks including Facebook, Twitter, YouTube and LinkedIn and an understanding of the role of paid media for social content.

- Experience updating, maintaining and publishing content in WordPress, knowledge of how to edit and optimize images.
- Knowledge or experience in the provincial not-for-profit sector is an asset.
- Creating real-time content at events for various social channels.
- Experience working on a large-scale event.
- Fully literate in Word, Excel and database programs.

CERTIFICATION

Criminal Record Check clearance

Current First Aid (updated every 3 years)

Current CPR Certificate (updated every 3 years)

Personal use of vehicle may be required

Starting Wage: \$18.50

Status: Part time: 20 hrs/wk with some flexibility around schedule. Initially this job will require working at home with your own computer with frequent office engagement with department manager.

Position Start Date: ASAP

Closing Date: Jan 31, 2018 Only shortlisted candidates will be contacted.

Please apply, IN WRITING, with resume and cover letter to the attention of Joanne Specht, Manager of Communication and Fund Development: jspecht@cridge.org or 1307 Hillside Ave. Victoria, BC, V8T 0A2.