

Position: Communications Coordinator (1 Vacancy)

Salary: \$14.25 - Funded by the Government of Canada's Summer/Fall Jobs Program anyone between the ages of 15-30 can apply

Hours: Temporary Part-Time 20 hours per week with some flexibility starting September 7th, 2021 until December 31, 2021

Location: Mix of remote and in person depending on Public Health guidelines

Reports to: Executive Director

About Us: NeighbourLink North York is a charitable organization located in Willowdale, North York. Our mission is to engage and empower neighbours to care for each other in practical, relational and sustainable ways that gives everyone the opportunity to live out their potential. As a locally based Christian community development organization, we believe transformation happens when we work together as neighbours to address the gaps and needs around us, including poverty and social isolation.

Position Summary: Reporting to the Executive Director, the Communications Specialist is responsible for coordinating and implementing the organization's internal and external communication initiatives to various stakeholders and audiences.

Details: The Communications Coordinator will be primarily responsible for:

- Developing new content on Canva to post on our social media platforms through Woop Social (a social media scheduler) on a regular basis
- Developing and updating content our website www.neighbourlink.org using Wix as needed
- Writing and designing bi-weekly newsletters for our subscribers using Mailchimp
- Assisting Executive Director with key organization publications including our annual report, fact sheets and brochures, invitations, ads and flyers
- Formatting and maintaining communication templates
- Coordinating meeting schedules, agendas, materials, action and follow-up items
- Superb organizational, project and time management, problem-solving and analytical skills
- Participating in weekly team meetings as required
- Other duties as required

Specific Expectations related to working during the pandemic:

- Requirement to wear a mask/PPE throughout the work day in the office
- Requirement to work from home and in office at the discretion of the employer

Qualifications:

- A bachelor's degree or diploma in communications, marketing or equivalent work experience
- Demonstrated ability to write strategic communications pieces for an organization, including press releases, newsletters, website content, etc.
- Proficiency on computer applications including Google Suite, Wix, Canva, Mailchimp, Woop Social, Bitly, Linktree, etc. and or willingness to learn
- Enjoys engaging people through social media, which includes, Facebook, Twitter, Instagram and LinkedIn
- Ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment

Deadline to Apply: August 28, 2021

To apply for this exciting opportunity to work with an incredible team, please send your resume to: maria.speare@neighbourlink.org and include "Communications Coordinator" and your name in the subject line. Neighbourlink North York is committed to fostering a respectful and inclusive environment. As we are currently working in a hyper local capacity, preference will be given to people that reside in the Willowdale, North York neighbourhood. This job will require Vulnerable Sector Screening or a Police Check due to the nature of our programming. While we thank all applicants for their interest, only those selected for interviews will be contacted.