



## Communications Coordinator

Full-Time (35 hours per week)

The Calgary Women's Emergency Shelter supports individuals and families in their efforts to live free from family violence and abuse. We have been providing holistic services to individuals and families experiencing family violence and abuse since 1974.

### **Purpose of the position:**

The Communications Coordinator fulfills an integral supporting role at the Calgary Women's Emergency Shelter; assisting the Resource Development and Communications team achieve business objectives by positioning the agency with key stakeholders and increasing the understanding of the agency's work in the community. Reporting to the Manager of Communications, the Communications Coordinator is primarily responsible for supporting the operational goal of the communications plan and assisting the Manager of Communications.

### **Duties and Responsibilities** will include, but may not be limited to:

- Social media coordination.
- Website content and maintenance coordination.
- Event planning and project management of stakeholder and public awareness initiatives as assigned.
- Coordination, writing, and design of external newsletter.
- Internal employee engagement communications strategies i.e. internal newsletter, intranet, etc. as assigned.
- Writing and editing printed and e-communications materials.
- Media relations as assigned.
- Graphic design and layout of posters, invitations, brochures, and other projects.
- Organization and inventory maintenance of agency promotional and collateral materials.
- Supporting Resource Development (and other agency departments) with communications, marketing, and stakeholder engagement initiatives.
- Other duties as assigned by the Manager of Communications.

### **Skills and Qualifications**

- Post-secondary degree or diploma in Communications, Marketing, Public Relations, Journalism, or Information Design; with 3 – 5 years experience in a similar role, preferably in a non-for-profit environment.
- Excellent editing skills.
- Strong communication skills (oral and written) in English, a second language would be an asset.
- Exceptional interpersonal and communication skills coupled with the ability to interact within all levels of staff.
- Excellent analytical, organizing, planning, and time management skills.
- Proficient in setting priorities, effective coordination, and multi-tasking in a competent and effective manner; ability to manage workloads with minimal supervision.
- Flexible hands-on, "can do" attitude; takes initiative and is detailed oriented.
- Solid knowledge of media platforms including Facebook, Twitter, Instagram, Wordpress, HootSuite, LinkedIn, etc.
- Proficient ability navigating website content management systems.

- Experience with Graphic Design; advanced skills with Adobe Acrobat, Photoshop, Illustrator and InDesign.
- Excellent computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to be flexible and work within a team environment.

**Other Information**

- A criminal records search and an intervention record check are conditions of employment.
- In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents of Canada.

**TO APPLY:** Please submit your resume and cover letter via Reachire <http://reachire.ca/index.php>.

**CLOSE DATE:** Review of applications begins on **January 26, 2018**. The position will remain open until filled.

**The Calgary Women's Emergency Shelter is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all genders, religious, ethnic and social backgrounds to apply.**

**We thank all candidates for their interest, only those selected for an interview will be contacted.**

**We regret that we are unable to accept telephone inquiries.**