

A Safe Place

POSITION ANNOUNCEMENT

POSITION TITLE: **Communications Coordinator**

REPORTS TO: Executive Director

LOCATION: Sherwood Park, Alberta

TERMS OF EMPLOYMENT: **Part-time**

STARTING DATE: As soon as possible

A Safe Place provides support and resources to overcome domestic abuse. The Strathcona Shelter Society operates an emergency shelter for women and children, a crisis and family violence information line, community outreach, and public education to end domestic violence in our community.

POSITION OVERVIEW

This role focuses on effectively promoting A Safe Place to the community for the purposes of fund development, community awareness of and engagement in issues surrounding the prevention and elimination of domestic violence and, reaching out to those in need of our services. The Communications Coordinator reports to the Executive Director and will liaise with, provide support to, and work in tandem with the Resource Development Coordinator.

DUTIES AND RESPONSIBILITIES

Job Duties:

Specific responsibilities include but are not limited to the following:

- Develop, implement and evaluate a communications plan that supports external communication needs such as fundraising and community engagement activities, and internal communication needs such as employee updates and notifications.
- Coordination of public relations, events, marketing, and volunteers to support A Safe Place strategic objectives and budget expectations. • Manage and grow external relationships to contribute to A Safe Place's public profile. • Participate in recruiting, retaining and managing volunteers required to achieve the communications goals and objectives.
- Liaise with other community organizations as needed to improve interagency relationships and to identify opportunities related to collaborative public awareness and/or fund development.

- Active promotion of A Safe Place activities and opportunities for engagement through social media and the webpage.
- Active engagement and response to relevant social media information, events and postings.
- Create and/or manage the process of developing public relations and promotional materials for events, programs, and other agency purposes.
- Working with the Resource Development Coordinator and the Administrative Assistant, develop all donor-related communications material as required such as appeal letters, donor correspondence, the case for support, thank you letters, etc. • Attend relevant community sector conferences, training, and capacity building activities.
- Provide timely reporting to the Executive Director.
- Complete communications related to general administrative and technical duties. • Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing professional networks; participating in conferences, meetings, etc.
- Participate in self-care activities and promote a culture of self-care for volunteers and clients.
- Work as part of a team to attain A SAFE PLACE mission.

QUALIFICATIONS AND CHARACTERISTICS:

- Demonstrates a high level of knowledge and experience in the community or a related human services sector in aspects of fundraising, marketing, and working with volunteers.
- Minimum Communications Diploma, Degree preferred with relevant work experience in the communications field.
- Excellent personal presentation and communication skills including confidence in public speaking.
- A good knowledge and keen user of social media.
- Confidence to engage directly with people and encourage and motivate them to participate in activities and events.
- Strong organization and administrative abilities with a keen eye for detail.
- Ability to plan and work collaboratively in the development and implementation of fundraising events.
- Ability to develop and work within program budgets.
- Commitment to inclusiveness and diversity and a deep appreciation of the many cultures that shape and enrich our society.
- Willing to take additional training as required.
- Willing to travel and work on-call and off-duty hours.

Required: Valid driver's license; current driver's abstract, CPIC, Vulnerable Sector check, Child Intervention Check (CIC) clearance.

WORK CONDITIONS:

- Working in an office environment in Sherwood Park.
- Interaction with employees, community partners, volunteers, clients and public at large.
- Operation of computer and peripherals.
- Flexible work hours based on 20 hours per work week, primarily Monday to Friday, some evening and weekend hours will be required.

Part-time hours: 20 per week

WHAT WE OFFER

1. Salary: \$21.00-\$24.00 per hour
2. Training and career development opportunities.

HOW TO APPLY

Please email your resume with cover letter to hr@asafeplace.ca with the position title in the subject line - "CIW Casual" with preferred shift.

This competition will remain open until suitable candidates are found.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.