

## Communications Specialist (6-month contract)

Connective is a dynamic non-profit organization that provides innovative programming in the social services sector. We strive to create safe, healthy, and inclusive communities for all.

### ROLE PURPOSE

The Communications Specialist will support integrated communication strategies across the organization. This position will create content for various audiences and mediums through compelling story telling and writing.

### LOCATION

Vancouver

### HOURS

Monday to Friday, 0900-1700, 40 hours per week (Full Time, 6-month contract)

*This position requires the ability to work flexible hours based on operational needs.*

### KEY ACCOUNTABILITIES

- Produces content for internal and external communications materials, projects, and initiatives
- Contributes to the design and development of organization print and marketing materials
- Plans and coordinates assigned communications projects or campaigns, including the development of the organization's Annual Reports, Communications Guidelines and Toolkit, and other key communications initiatives
- Supports key Communications and Community Development department processes and initiatives such as:
  - Assists in the development and distribution of materials internally and externally that convey the organization's policies or positions on issues. This may include information related to the organization in the public or media, including proactive public relations initiatives
  - Development and oversight of the organization's Communications calendar and communication plan(s), including content development
  - Supports department initiatives including organization or community events, recurring communications meetings and materials, and employee retention initiatives.
- Coordinates and manages aspects of online communications platforms including internal SharePoint communications pages, web and social media content development, and other digital communications and marketing platforms
- Identifies and, as assigned, implements proactive communications strategies to ensure sharing of information, awareness of changes and initiatives within the organization, and brand integrity and recognition more widely
- Researches and present opportunities for implementation of communications best practices and innovative processes

### OUR VALUES

- Inclusive ·
- Accountable ·
- Person-Centered ·
- Collaborative ·
- Determined ·

- Implements the organization's communications plan, including creation of policies when applicable, and prepare content for the organization's communications calendar

## EXPERIENCE AND SKILLS

- A bachelor's degree and/or professional designation, with a minimum of 3 to 5 years of applicable or relevant transferable past work experience
- Strong written communication skills, including impeccable English grammar and editing skills
- Experience in creating and publishing written and visual content for traditional and digital communication channels
- Experience managing digital communications platforms, including social media and website administration
- Experience developing brochures, booklets, and annual reports
- Preference for candidates with experience in graphic design including Adobe Creative Suite
- Ability to manage multiple projects in a deadline-driven environment
- Excellent time and project management skills, attention to detail, ability to work independently under tight deadlines
- Ability to present information in an insightful and structured manner (written and verbal)
- Fluency in Microsoft Office suite including Word, Excel, PowerPoint, and SharePoint
- Sensitivity to the political and cultural environment of international public agencies or similarly complex environment

## REQUIREMENTS

- Ability to successfully complete a Vulnerable Persons Criminal Records Check
- Ability to successfully pass a reference check

## COMPENSATION

Annual Salary will be negotiated based on experience and qualifications. This role will also be eligible for the Society's comprehensive Management Benefits Package.

## WHAT WE OFFER?

- Committed Living Wage Employer
- Competitive benefits package, including health, wellness, and pension plan
- Career and personal development, with the ability to grow in a diverse range of programs
- Access to a range of staff mental health supports, including an inhouse counsellor, Employee Family Assistance Program, and Critical Incidents Stress Management



## DIVERSITY, EQUITY AND INCLUSION

At Connective, we value and accommodate unique differences to ensure that our staff have the opportunity and are supported to thrive. To build a strong and representative workforce, we encourage applications from all qualified applicants, including but not limited to members of communities that are disadvantaged on any grounds, including Indigenous Peoples, people of colour, people of all genders and sexualities, and people with disabilities.

## HOW TO APPLY

Please submit your application with a cover letter and resume with the subject line "Communications Specialist" to [careers@connective.ca](mailto:careers@connective.ca).

