

Fraserside Community Services Society invites applications for the following position:

### **Communications Coordinator**

Reporting to the CEO, the Communications Coordinator provides planning and execution of all aspects of the agency's internal and external communications initiatives which may include the annual report, e-newsletters, website and social media. This position also provides administrative support for employee training functions and preparation of organizational reports.

#### **Key responsibilities:**

- Develop, execute and maintain a robust communications strategy including the identification and tracking of benchmarks to measure progress and success
- Support and direct internal and external communications related to the agency's goals and objectives
- Coordinate and implement the development of website and social media content and manage updating and maintenance of the agency's website
- Coordinate the design, printing and distribution of marketing and communications materials such as newsletters, press releases, donor reports, fliers, brochures, annual report, etc.

#### **Qualifications:**

- University degree and a minimum of three years direct experience in the field of communications and marketing or a related field, or an equivalent combination of education and experience
- Demonstrated ability to develop and execute effective communications strategies
- Proven skills and experience in media relations, digital engagement, popular communications, technical and copy editing and online publishing
- Demonstrated familiarity with various social media tools, platforms and engagement strategies
- Strong organization and time management skills
- Solid communication skills both verbal and written, and demonstrated ability to tailor materials to a range of audiences
- Demonstrated commitment and ability to work effectively with diverse populations
- Proficiency with Microsoft Office, e-mail and Internet as well as fluency with social media platforms

Part-time (20 hours/week); Starting Salary - \$24,000 per annum commensurate with qualifications and experience

Anticipated start date: October 2015

All applicants are requested to quote the posting name and number in their application for employment. Please apply with cover letter and resume noting qualifications, experience and any other information that may assist the Society in arriving at a hiring decision.

**POSTING CLOSE: 16 October 2015**

**Apply to:**

Lynda Edmonds, Chief Executive Officer

E-mail: [hr@fraserside.bc.ca](mailto:hr@fraserside.bc.ca)

**Fraserside is an equal opportunity employer. We thank all applicants for their interest in Fraserside. Only those selected for an interview will be contacted.**