
Position Title: **Communications Coordinator (21 hours per week)**
Department: All Departments
Reports to: Operations Manager

Summary

Under the direction of the Operations Manager the Communications Coordinator is responsible for leading the agency in developing a communication strategy for the agency in consultation with the management team.

Responsible for marketing and coordination of communications materials to clients and community. Duties include maintaining the agency website and social media presence, coordinating the development and distribution of promotional materials and related record-keeping procedures.

This is a key position that requires excellent written English language skills to assist agency staff in publishing high quality communication materials.

Duties:

NSMS

- Become familiar with NSMS policies and procedures, programming objectives and client service philosophy, and understand clearly his/her role in achieving consistent agency communication strategy.

NSMS Website

- Ensures agency website's content is up-to-date and accurate, revising/inserting content as needed (e.g. event/program announcements, job postings, links to documents and relevant external websites/resources) and deleting expired content

NSMS Social Media

- Ensure timely posting of NSMS materials to various social media outlets
- Lead in the development and maintenance of a social media strategy

Coordination and Distribution of Promotional Materials

- Ensures consistent agency branding is applied to all hard-copy and electronic agency materials
- Distributes agency flyers/brochures to publicize NSMS programs and services to relevant community organizations
- Responsible for coordinating production of annual newsletter
- Updates external community directories with accurate agency information
- Responsible for updating television feed in reception areas
- Coordinates external representation at community fairs and events

Record Keeping

- Maintains media file for client outreach and press clippings
- Develop a Communications Manual documenting NSMS communication processes and strategy and communicate to relevant staff

Other

- Attend and take an active role in all-staff meetings and NSMS in general
- Perform other duties, as assigned by the Operations Manager

Qualifications:**Knowledge**

- Must have a solid working knowledge of NSMS programs and services
- Must have knowledge of communication/marketing strategies and systems

Education

- Bachelor's degree in Business, Communications or High School graduation with appropriate combination of post-secondary courses in business/marketing/communications

Skills

- Exceptional time and task management and follow-through skills
- Excellent attention-to-detail skills
- Excellent verbal and written English and ability to edit documents for print
- Excellent interpersonal skills
- Excellent computer skills(Microsoft – Word, Excel, Access, Outlook)
- Graphic design skills with Adobe products a plus

Experience

- 1-2 years' experience in communications role
- Some experience in liaising with North Shore Community organizations
- Experience working with individuals from diverse cultural backgrounds

Personal Suitability

- Highly organized, flexible, and patient
- Demonstrated ability to work well with others and work independently

Additional Information:

Work Schedule – Monday - Friday, 21 hours per week

Salary - \$23 - \$25 per hour dependent on experience

Resume & Cover letter by October 25^h to:

Hiring Committee – Operations
207-123 East 15th Street, North Vancouver, BC
V7L 2P7
hr@nsms.ca

NSMS is an equal opportunity employer. Only short listed candidates will be contacted.