



Communications Coordinator

Part Time: 20 hours per week

Through a strong network of families and an innovative community partnership model, Waterloo Region Family Network (WRFN) is the go-to resource and trusted voice for families with special needs in Waterloo region providing resources and facilitating meaningful connections in all life stages.

As a peer-developed and peer-driven network, WRFN is uniquely able to understand how to serve the needs of exceptional families so they can thrive.

Opportunity

As a growing grassroots non-profit organization, we are at a very exciting time in our development. We are looking for a creative and experienced Communications Coordinator to help us enhance our outreach, brand awareness and community engagement.

Are you the team member we are looking for?

As the Communications Coordinator, you will support our strategic objective to enhance brand awareness by developing and implementing a comprehensive communications strategy.

What's expected?

As the Communications Coordinator, your responsibilities will include:

- Writing a variety of different content to support communications efforts including monthly newsletter, website copy, brochures, press releases and compelling social media content to attract, engage and retain a growing audience
- Monitoring analysis and creating reports detailing successes and challenges of communications strategies
- Staying up to date on trends to make recommendations to adjust strategies and practices
- Planning promotional events in collaboration with Leadership to build awareness of the organization
- Growing brand notoriety
- Communicating key messages
- Collaborating with Leadership to develop the design and content for all communications materials

- Ensuring proper reviewing and editing of all communications materials
- Working with the Executive Director and Fund Development Officer to strengthen community awareness of WRFN's mandate, programs, services and needs
- Reporting directly to the Executive Director

Qualifications

- University degree or College diploma in Communications or Marketing
- 3+ years of experience in a Communications or Marketing role
- Detail oriented with strong written and verbal communication skills
- Superior time-management and organizational skills with proven ability to multi-task and meet deadlines
- Ability to work both independently and as part of a team
- Experience with Word, Excel, Power point, Mailchimp, Publisher and Canva
- Experience with social media platforms for planning and scheduling purposes
- Experience with graphic design is an asset

Salary Range: \$25,000 – \$28,500

To apply for this position, please send a cover letter and resume to:

Sue Simpson

Executive Director

Waterloo Region Family Network

sue.simpson@wrfn.info

Application Deadline: Friday, July 30, 2021

WRFN is committed to creating an inclusive work environment attracting talented employees from diverse backgrounds. Our inclusive process respects the dignity and independence of people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for your interest in this position. Only qualified candidates selected for an interview will be contacted.