

Reporting to: Director of Fund Development and Communications

Classification: Full time Temporary, 18-month contract, 35 hours weekly

Salary Range: Band 3: \$64,535 - \$82,449 per annum

Starting Date: February 5, 2024

Application deadline: 11:59pm January 7, 2024. Applications will be reviewed on an ongoing basis.

Application Procedure: Please apply through our Career portal section of our website: <https://hccas.ca>

Interviews will take place on January 10 and 11, 2024.

MISSION

Guided by Catholic values and teachings, we serve and offer bilingual (English/French) service to children, youth and families within the Hamilton community to protect their safety and well-being, strengthen families and nurture lifelong relationships.

The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Qualified candidates must have the skills and knowledge needed to work with an increasingly diverse population as well as knowledge of inequities, how they are perpetuated, and the skills to address them, specific to the requirements of the job.

PURPOSE

The **Communications Coordinator** will perform their duties with a high degree of personal and professional integrity, while building collaborative relationships with all individuals based on mutual respect and in alignment with the mission and vision of the Society.

KEY RESPONSIBILITIES

JOB DUTIES

Provide support to the Director, Fund Development and Communications, in the areas of fundraising, publicity, promotion and public relations that will include:

- Ensuring consistency of the agency brand, image and presentation in all materials
- Developing and implementing communications plans for specific corporate and fundraising campaigns and initiatives, such as foster recruitment, fundraising events, etc.
- Coordinating the development (design and content) and production of internal and external communications materials such as brochures and handbooks, event programs, newsletters, press releases, op-ed articles, advertisements, annual reports, templates, videos, posters, banners, and other promotional and fundraising material
- Supporting fundraising campaigns/events/initiatives including designated roles and coordinating logistics
- Working with external resources as required and developing written communications as directed by the Director
- Providing content, editorial assistance, proof-reading and input on development of corporate and donor correspondence and reports to ensure a consistent agency image
- Drafting media releases, public service announcements etc. for approval by Director or designate and distributing them to media outlets
- Fielding media calls and ensuring timely and strategic responses to media enquiries
- Maintaining, monitoring and updating design and content for the agency's external websites (English/French) with the guidance of the Director and external web support
- Developing and maintaining editorial calendars and approval systems to ensure accurate, timely and approved communications
- Monitoring analytics and creating reports detailing trends of communications campaigns and programs
- Creating and posting content for all Agency social media platforms, working with external resources as required
- Overseeing translation of communications materials into French and ensuring consistent bilingual face of agency
- Drafting strategic communications pieces for the Director as required
- Coordinating workflow with Director and following the direction given after consultation when required
- Completing mandatory training and participating in ongoing agency training
- Demonstrating leadership and a commitment to the principles of anti-oppressive practices and anti-racism based on justice, fairness, equity, respect of the beliefs and traditions of others
- Complying with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations
- Commitment to the Society's mission and vision
- Performing other duties as may be assigned

QUALIFICATIONS/SKILLS

- College diploma or university degree in Communications, Journalism, Public Relations, Marketing, Graphic Design or other related field
- 5 years' experience in communications/public relations, and media experience; preferably in a non-profit organization and working with a fund development staff
- Demonstrated proficiency in publication, social media, website content management and design computer programs (Canva)

- Experience using MS Word, Excel and Powerpoint and capable of creating visually compelling presentations, using DonorPerfect is an asset
- Knowledge of email marketing software such as Constant Contact or similar program
- Demonstrated ability to plan and coordinate activities with others to achieve goals
- Demonstrated strong interpersonal, verbal and written communication skills. A positive attitude with an interest in achieving the goals of the Society
- Demonstrated decision making, judgment with the ability to respond to competing priorities
- Experience in child welfare and a fundraising environment or in another human service setting an asset
- Demonstrated ability for taking initiative and assuming responsibility
- Demonstrated organizational and problem-solving skills
- Knowledge of communications and public relations techniques, theory and practice
- Working knowledge of French required, both orally and written
- Demonstrates a commitment to, and work ethic in, leadership and role models behaviours that demonstrates the Mission and Vision of the Catholic Children's Aid Society
- Respectful and compassionate demeanor
- Knowledge and commitment to anti-oppressive/anti-racist philosophy

ADDITIONAL REQUIREMENTS FOR THIS POSITION:

- Computer literate with demonstrated proficiency in Microsoft office and proprietary child welfare systems and programs.
- Able to affirm and integrate in the delivery of services the Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- At the time of hire, documents required will include:
 - Police clearance
 - Provincial Child Protection Record Check
 - Valid Ontario Driver's license and acceptable drivers abstract.

WORK ENVIRONMENT

Following the completion of 6 months service, the work environment is hybrid but does include regular contact with staff, volunteers, resource parents and community representatives. Evening and weekend work may be required based on the department's annual plan and community events.

Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.

In order to minimize interviewer bias we have incorporated the following into our selection process:

- *We will have our interview panel score written assignments blind to eliminate bias*
- *We will seek out recent examples on behavior-based questions during the interview process*
- *We will review a candidate's lived experience during the interview and when assessing staffing needs*
- *We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
- *We will hold your application in strict and professional confidence*

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources.