

POSITION	Communications and Campaign Coordinator
HLF OFFICE LOCATION	2050 Guelph Line, Burlington, ON - JW Singleton Education Centre (HDSB School Board Administrative offices)
REPORTING TO	Manager Communications and Major Gifts
DIRECT REPORT	None
HYBRID WORK	Minimum 2-3 days per week in the office
START DATE	Position to start in July 2024
WEBSITE	https://www.haltonlearningfoundation.ca/

THE OPPORTUNITY

Halton Learning Foundation (HLF) is expanding its communications and is looking for a Communications and Campaign Coordinator to join the HLF team.

In the Communications and Campaign Coordinator role, you will support all aspects of brand awareness, fundraising, and relationship building, including responsibilities such as media relations, content development, creative ideation, leading campaigns, social media content creation and developing stakeholder presentations.

We are looking for someone who has a passion to help others, engages with an entrepreneurial mindset, and thrives as a successful multi-tasker in a fast-paced work environment.

This is a great opportunity for anyone who has worked in an agency or in-house at a not for profit or in a communications role and wants to really be part of an organization that makes a real difference in the lives of students.

FOUNDATION BACKGROUND

Halton Learning Foundation is a charitable organization providing financial support to a growing number of vulnerable students and their families within the Halton District School Board. We believe that children are our future and that everyone deserves an opportunity to reach their potential. As such, our financial support helps remove educational barriers and increases equity.

During the 2022-2023 school year, with an annual revenue of approximately \$1.3 million, HLF provided emergency financial support to more than 2000 students through our

Eliminating Barriers Program, and further supported equity in education through School Engagement Grants and post-secondary Scholarships. We know the need is bigger and are striving to grow to support all students in need.

As a charity whose sole purpose is to support equity for all HDSB students, HLF is committed to upholding the values of equity, diversity, inclusion and human rights in our workplace. These values are central to our mission and to our impact. HLF is committed to building a team with a variety of backgrounds, skills and perspectives to ensure we can continue to understand and support the increasingly diverse and changing needs of our community.

Competencies

- College or university degree in journalism, public relations or marketing, or equivalent experience
- Excellent written and verbal communication skills; must be able to communicate persuasively online and offline
- A creative thinker who can come up with innovative ways to reach critical audiences and/or further engage supporters
- Strong organizational, work planning and time-management skills
- Proficient in content management, including email campaigns, website and social media
- Graphic Design experience including design programs and video/photo editing software
- Ability to establish and maintain positive personal relationships with external partners
- A self-starter and a self-learner, adaptable to new technologies.
- Excellent customer service and interpersonal skills; equally comfortable working independently or in a team setting.

Other Requirements

- Valid Class G Driver's License with reliable vehicle to travel for work related purposes
- Satisfactory Criminal Record Check

COMPENSATION PACKAGE

The current salary range for this opportunity is \$45,000-\$50,000 plus a fulsome Benefits Package including Health, Dental, Employee Assistance Program and funding for Professional Development.

CONTACT

Qualified individuals are invited to submit their résumé and a cover letter (mandatory) by May 31, 2024 to Marc Clare, CEO clarem@haltonlearningfoundation.ca

Questions about this opportunity may be directed to Marc Clare, CEO at clarem@haltonlearningfoundation.ca

ACCOMMODATIONS

If you require accommodation during the application or interview process, please advise us as soon as possible, so appropriate arrangements can be made.

Halton Learning Foundation thanks all those who apply; however, only candidates considered for an interview will be contacted.