Brant Community Foundation
Building our Community. Investing in the Future.

**Marketing and Communications Coordinator**

Location: Brantford, ON

Working Location: Onsite

Published: 2026-11-02

Expires: 2026-12-01

Communications + Marketing

Experience level: 3 - 5 years of experience

Position Type: Part Time

Compensation: Up to $39 per hour

Brant Community Foundation is a public charitable foundation governed by a dedicated Board of Directors. We serve the people of Brantford, Brant County, Six Nations of the Grand River and the Mississaugas of the Credit First Nation by building permanently endowed charitable funds, making impactful grants, and providing leadership that contributes to the health and well-being of the community.

We are a major grantmaking foundation, and community vitality has been our purpose, promise and passion since 1997 when we started connecting donors to community needs and opportunities. Together, we help build strong and resilient places to live, work and play.

The Marketing and Communications Coordinator is instrumental in developing and delivering communications initiatives that strengthen the Brant Community Foundation's visibility, reputation and connection to the community. As the Foundation's primary day-to-day communications resource you will create compelling content that tells the story of the Foundation's impact, philanthropy, granting and community leadership. You will manage the Foundation's website, social media and other communications, and support priority publications, campaigns and events.

You will report to the Executive Director, and work closely with the team that includes the Grants and Community Impact Coordinator, and Financial and Administrative Coordinator. You will identify marketing opportunities to demonstrate the difference philanthropy and community action make across the communities served by the Foundation. You will collaborate with the team in executing the new "Communications and Marketing Strategy" plan to raise awareness of the Brant Community Foundation in the community, engage individuals, families, and businesses, and encourage them to choose the Foundation to fulfill their charitable giving goals.

This is an excellent opportunity to contribute your skills to a vibrant organization. If you thrive in a small, close-knit team and enjoy working in the not-for-profit sector to positively impact your community, we are interested in hearing from you!

**The Opportunity**

As Marketing and Communications Coordinator, you will play an important role in raising the profile of the Brant Community Foundation and sharing the impact of philanthropy across the communities we serve. Working closely with a collaborative team, you will create engaging content, manage the Foundation's website and social media, and support publications, campaigns, events and community engagement initiatives. This is an opportunity to apply your creativity and communications expertise to meaningful community work, while enjoying a three-day (19.5 hour) work week.

**Key Responsibilities:**

**Marketing and Communications**

- Create engaging written and visual content for the Foundation's website, social media, e-newsletters, annual report, media releases and other promotional materials, communicating its mission, impact and community leadership.
- Collaborate with the Foundation team to implement the Communications and Marketing Strategy and strengthen the Foundation's visibility and community engagement.
- Manage social media channels, including content development, scheduling, publishing and monitoring, and maintain an accurate, current and engaging website.
- Prepare and distribute newsletters and other electronic communications, using digital channels to increase awareness and engagement.
- Track digital analytics and program metrics, identifying opportunities to improve communications reach and effectiveness.

**Special Initiatives and Administrative Support**

- Support the development and production of the annual report, Vital Signs and other Foundation publications, campaigns and events.
- Provide communications and design support to the Executive Director, staff and Foundation committees, as required, along with occasional support to the Executive Director.
- Attend Foundation events and community activities to gather content and support communications initiatives.
- Maintain organized communications files and digital assets, including photographs, logos and templates, as well as current media and community contact lists.
- Undertake other administrative duties and special projects as assigned.

**The Ideal Candidate**

- A post-secondary degree or diploma in communications, marketing, public relations, journalism, digital media or a related field, or an equivalent combination of education and experience.
- Two to four years of experience in marketing, communications, public relations, digital communications or a related field.
- Excellent written and verbal communication skills, including strong writing, editing and proofreading abilities for a variety of audiences.
- Experience developing and managing website, social media, newsletter and other digital content, as well as coordinating communications projects, publications, campaigns or events.
- Proficiency in Microsoft Office, social media platforms and website content management systems.
- Strong organizational skills, attention to detail and the ability to manage multiple priorities and deadlines.
- A creative, resourceful and self-motivated approach, with the ability to work independently and collaboratively as part of a small team.
- Professionalism, discretion, tact and sound judgment, including respect for confidentiality.
- Experience in a charitable, nonprofit or community-based organization is an asset.
- Knowledge of Canva, photography or video production is an asset.

**Why Join Our Team?**

- Make a meaningful contribution to a community-focused charitable organization.
- Work in a supportive, collaborative and team-oriented environment.
- The Foundation provides opportunities for professional development.

**Hours of Work and other information:**

- The part-time position features 3 days per week (19.5 hours).
- This position is an in-office position and there is occasional early morning or evening work due to peak seasons or events.
- Expanded hours for the position may be considered as the Foundation's needs and resources allow.
- The position comes with paid vacation, paid sick days and free parking.
- The successful candidate must complete a vulnerable sector check.

**Join us**

If you are an organized and collaborative individual who is enthusiastic about contributing your skills to our team, we invite you to apply with your resume and cover letter by December 1, 2026, at 5:00 p.m.

**Submit applications at Charity Village here: https://tinyurl.com/sdynudzm**

Join us in making a positive impact!

The Brant Community Foundation is an inclusive and equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.