



Communications Coordinator

The Agency

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community.

The Position

The Communications Coordinator will develop and lead all areas of CJHS's Communication Plan as well as provide support with fund development activities. Reporting to the Executive Director, the Communications Coordinator will further CJHS's strategic direction through external and internal communication, supporting CJHS activities and events including in the area of fund development and marketing.

Job Responsibilities include but are not limited to:

- Develop and execute the CJHS Communications Plan
- Develop and maintain key messages
- Maintain social media outreach
- Manage agency brand and identity
- Manage and create content for website
- Create and distribute quarterly newsletter
- Maintain stakeholder distribution lists
- Create and maintain up-to-date print materials including program brochures and annual report
- Represent the agency at public events
- Support agency events
- Support fund development activities
- Proofread and edit external communication
- Manage media contact

The Communications Coordinator will have a post-secondary education in a relevant discipline with a minimum of 3 years of experience working in communications. Knowledge and understanding of fund development, the CJHS target population and previous experience working in the charitable sector is considered an asset.

This is a fulltime (37.5 hrs/wk) full benefit position with an ideal start date of early 2018. Salary is commensurate with experience and education.

Please submit your cover letter and resume by November 30th, 2017 to:

resumes@cjhs.ca

The Calgary John Howard Society thanks all applicants, unfortunately only those considered for an interview will be contacted.