

Marketing & Communications Coordinator

Employee, 40 hours per week, Reconciliation Canada, North Vancouver, BC

Position Overview

Born from the vision of Chief Dr. Robert Joseph, Gwawaenuk Elder, Reconciliation Canada is a charitable nonpartisan, national initiative that promotes reconciliation by engaging Canadians from every part of society in open and honest dialogue and transformative experiences that revitalize relationships among Indigenous peoples and all Canadians.

The Marketing & Communications Coordinator will contribute to the implementation of a national marketing and communications strategy that will engage civil society, private/corporate sector, Indigenous peoples, general public and post-secondary education Institutions across Canada. The Marketing and Communications Coordinator will report to the Marketing and Communications Manager.

Position Type: Employee, full time (40 hours per week)

Start date: July, 2017

End Date: December 31st, 2017 (with possibility of extension)

Location: North Vancouver, BC

Reports to: Marketing and Communications Manager

Deliverables & Duties

- Research, write and edit copy for communications materials including but not limited to print and online materials, newsletters, fundraising materials, speeches, presentations, feature articles and more
- Work with the Marketing and Communications team to manage day-to-day social media content and calendar
- Develop and maintain marketing and communication materials, event collateral and special campaigns as required
- Coordination of public relations activities, including but not limited to writing press releases, media relations, media clippings, media monitoring and research
- Support the logistics for Reconciliation Canada's presence at community outreach events and cultural festivals
- Support the team with other duties, as required
- Steward a strong culture based on our core values and reflective of our commitment to diversity and inclusiveness

Together, we can achieve a shared understanding, shared resilience, and a shared tomorrow.

Skills & Experience

- Basic understanding of marketing and communications strategy and implementation
- Excellent written and verbal communication skills, including on the telephone, with the ability to engage with a diverse range of stakeholders
- Strong writing, editing and proofreading skills
- Minimum 3 years of experience writing marketing and communications content
- Experience developing social media content
- Experience developing media releases and coordination media events and interviews
- Basic level skills in Adobe Photoshop, InDesign and/or Illustrator
- Interest in working with culturally diverse communities
- Ability to work independently, effectively solve problems and handle multiple projects simultaneously
- Comfortable in working in a fast-paced environment
- Competency in Microsoft Office, specifically Outlook and Excel
- French language skills are an asset
- Interest/experience in the non-profit sector is an asset
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed

To apply, please send your cover letter and resume to cristina.chihaia@reconciliationcanada.ca by Monday, July 17th, 2017.

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1999 Marine Dr. | North Vancouver | V7P 3J3 | 604 770 4434 | www.reconciliationcanada.ca