

Société Alzheimer Society

NOVA SCOTIA

Department: Philanthropy

Location: 112-2719 Gladstone Street, Halifax

Job Title: **Coordinator, Communications**

Reports To: Sarah Lyon, Director, Philanthropy

Type of Position: 35hrs/week

Please send cover letter, resume, writing and design samples in one document to sarah.lyon@asns.ca

Are you hardworking? Always up for a challenge? Do you want to be a part of an innovative team?

The Philanthropy department is looking for an enthusiastic and creative individual to join their team. The successful candidate will thrive in a busy environment and help drive the participation, awareness and exceed the communication goals of the Alzheimer Society of Nova Scotia.

What's a typical day like at the office? There isn't one! This position is exciting because the successful candidate will work with all members of the team and be involved in a variety of duties. In collaboration with the Philanthropy team members, the individual will work on a variety of fundraising events and with volunteers, while working on internal and external communications.

Responsibilities/Duties

External Communications (80%)

- Editor and writer for the quarterly newsletter, *In the Loop* and eight additional e-newsletters
- Update and maintain website
- Create content for and manage Society's social media accounts
- Design print and digital materials for special events, Society promotion
- Write Media advisories/releases, PSA's
- Media liaison
- Respond to public enquiries in a timely manner
- Write articles as needed
- Write blog posts
- Video editing

Internal Communications (20%)

- Produce yearly budget
- Produce weekly staff e-news digest
- Maintain lobby presentation quarterly
- Produce monthly analytics report

Working alongside the Director of Philanthropy, the Coordinator of Communications will help to produce (when needed) communications plans, evaluate and update Society communication strategic directives, and co-develop guidelines, policies, and procedures when appropriate for Communications related items. The Coordinator may be asked to help the team with other duties as required.

Special Knowledge/Skills

- Undergraduate degree or diploma in Public Relations or Marketing
- 2-3 years' experience working in a non-profit environment or Communications role
- Must have graphic design experience (Experience with the Adobe Creative Suite)
- Ability to work independently and as a team
- Takes responsibilities seriously and maintains professionalism
- Must be able to work some nights/weekends (Flexible schedule)
- Excellent written, oral and interpersonal communication skills
- Must be organized, self-motivated
- Must be detail-oriented and possess critical thinking skills
- Ability to work on several projects concurrently
- Seek out and participate in ongoing professional development

Please send cover letter, resume, writing and design samples in one document to sarah.lyon@asns.ca by September 25, 2018.

No calls or emails please. *We thank all applicants for their submissions. We will respond only to those we wish to interview.*