

# Alzheimer Society

PETERBOROUGH, KAWARTHA LAKES, NORTHUMBERLAND & HALIBURTON

## COMMUNICATIONS ASSOCIATE

*FULL TIME, 1 YEAR CONTRACT – 35 HOURS PER WEEK*

### WHO YOU ARE

You are a solutions-oriented person who is dedicated to putting clients and donors in the centre of everything you do. You are resourceful, collaborative and know how to see a plan through from start to finish. You see the big picture and understand that the devil is in the details. You are a data-driven individual who can synthesize complex information into approachable content.

What you will be doing:

- Developing and managing a digital communications plan to support our fundraising efforts, programs/services, and community awareness of the Alzheimer Society, Alzheimer's disease and other dementias
- Develop and deliver digital campaigns, including social media, paid advertising, and media partnerships
- Work with our internal teams to update our website and identify opportunities to incorporate dementia friendly elements
- Collaborate and liaise with the Alzheimer Society of Ontario to coordinate our digital newsletters and segment our lists
- Create and support the implementation of templates for local promotional materials

What you bring to the table:

- Minimum 2 years experience with Post-secondary education in a related field (or an equivalent combination of work experience & education); OR Post-secondary education with post-graduate certificate from an accredited institution
- Proven success in digital outreach and stakeholder relations
- Excellent writing skills, knowledge of digital outreach, and a gift at relationship building
- Willingness to learn and work well with a team

### WHO WE ARE

We are a locally based organization that serves people living with dementia, their care partners, and families. Need in our region is rising quickly, and we are poised to address it: our strategic plan is in place, our staff are on the forefront of innovation, and our fundraising is ready to go to the next level.

Added to that, we are a part of a supportive Federation which offers our team more resources than are typically available in a smaller organization. You will have access to a top-quality database, social media support, graphic design, template digital campaigns, and a network of skilled Mar/Com professionals.

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We support our staff to maintain a work-life balance, and ensure you have access to continued professional development. Our office is beautiful and spacious, and we encourage you to bring your sense of humour to work with you.

Salary for this position is Grade 4, commensurate to experience: \$35,783.00 - \$42,674.00

## **HOW TO APPLY**

Interested applicants should submit their most updated resume and cover letter with "Job Title" in the subject line to [info@alzheimersociety.ca](mailto:info@alzheimersociety.ca) prior to May 16, 2021.

*The Alzheimer Society supports equal employment opportunities and encourages applicants of diversity. Accommodations are available. Only candidates selected for an interview will be contacted.*