



EMPLOYMENT POSTING: **Communications Specialist**

North Shore Community Resources (NSCR) seeks a part time (21 hours) dynamic Communication Specialist (CS) to lead NSCR's efforts to promote and market NSCR programs, services and the organization. The CS is the lead staff person responsible for all aspects of NSCR communications including content creation, distribution and management of all NSCR communication platforms.

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment and community participation by designing and delivering programs and services to create a thriving North Shore. To learn more about NSCR, see our [Annual Report](#) and visit our website at www.nscr.ca.

Responsibilities:

1. Communications Planning, Implementation and Coordination

The Communication Specialist will help shape and implement NSCR's new Communication Plan by supporting and coordinating communication efforts among various NSCR programs and their staff. The CS will work to ensure that NSCR as an organization remains at the forefront of NSCR program and overall organization communications.

2. NSCR Website

The Communication Specialist will be NSCR's in-house, resident web master responsible for general oversight and updating of the NSCR website (nscr.ca) by updating and creating new website content and troubleshooting website issues.

3. Newsletters (Print and Digital)

Working with NSCR program staff, the Communication Specialist will be responsible for content creation and distribution of NSCR's various newsletters (The Connector, The Grapevine, CCRR Newsletter, etc.).

4. Social Media

Working with NSCR staff across the agency, the Communication Specialist will take a lead to create content and distribute social media content on all NSCR social media channels. The CS will train, support and monitor social media activity by other NSCR staff.

5. Annual Report and Fundraising

The Communications Specialist will provide primary support for the creation and distribution of NSCR's Annual Report with the support of NSCR program managers. The CS will also support the Manager, Charitable Partnerships and other NSCR staff with fundraising activities.

6. General Marketing/Promotions & Communications

The Communication Specialist will be an important resource to identify and improve marketing/promotional and communication strategies and tactics for NSCR programs as well as the organization overall.

Qualifications

Preferred candidates have 2-4 years experience in an organization, preferably a not-for-profit, providing general communications services. Specific qualifications for this position include:

- A bachelor degree in communications, journalism, English, marketing, or a diploma in a related field combined with specific work related experience
- Excellent oral and written communication skills
- Specific knowledge/experience of Microsoft Office Suite, InDesign, MS Publisher, Canva, Social Media platforms
- Experience managing and developing social media platforms and other on-line content to promote program participation and organizational awareness
- Experience creating content, formatting and distribution of newsletters
- Experience managing a diverse website
- Proven research skills and experience
- Ability to work collaboratively with team members and independently
- Time management skills to prioritize and to achieve goals under time constraints
- Knowledge of non-profit organizations, specifically caregivers/seniors as well as child/parent issues, interests, and programs and services
- Cultural competency reflecting the North Shore; Second language is an asset

Note: a satisfactory criminal record check will be a pre-requisite for employment

NSCR values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.

Compensation will be commensurate with experience and include wages and benefits.

Please applications to: Murray Mollard, Executive Director – murray.mollard@nscr.ca

Application Deadline: This position will remain open until a suitable candidate is found.