



EMPLOYMENT POSTING: **Communications Specialist**

North Shore Community Resources (NSCR) seeks a part time (4 days/week) 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 (~ 30%)

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 the NSCR brand remains at the forefront of NSCR program and overall organization communications. The CS also provides support to other NSCR staff as NSCR brand ambassadors.

2. NSCR Website (~ 25%)

The Communication Specialist will be NSCR's in-house, web master responsible for general oversight of the NSCR website (nscr.ca) and program-specific subsites. Typical tasks include updating and creating website content and troubleshooting simple website issues. The CS is supported by external website expertise as needed.

3. Social Media (~ 25%)

Working with NSCR staff across the agency, the Communication Specialist will take a lead to create and distribute content on all NSCR social media channels and report on monthly analytics. The CS will also advise and train staff on social media best practices regarding program promotion.

4. Newsletters (Print and Digital) (~ 10%)

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

5. Annual Report and Fundraising (~ 5%)

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 (~ 5%)

The Communication Specialist will be an important resource to identify and improve marketing/promotional and communication strategies and tactics for NSCR programs and services. The CS will develop programs to train staff on how to advocate for all NSCR program and find opportunities for cross-program promotion.

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 bachelors 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 in English as well as specific knowledge/experience of Microsoft Office Suite, InDesign, MS Publisher, Canva, and Social Media platforms
- Experience managing responses on social media channels and creating online content to promote program participation and organizational awareness
- Experience creating, formatting and the distribution of digital newsletters
- Experience managing a Wordpress website with multiple subsites
- 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
- The successful candidate must be available to work in-person, at the NSCR office. A satisfactory criminal record check will be a pre-requisite for employment

Wage and Application Process

Compensation includes \$25-27.50/hour depending on experience and a good package of benefits including extended health, vacation and RRSP contribution. We offer a very collegial work environment with a strong social organizational purpose. *NSCR values diversity, equity and inclusion. We encourage all individuals inclusive of any identity to apply. We thank all applicants but only those selected for an interview will be contacted.*

Please send applications (Covering Letter and Resume) to:

Murray Mollard, Executive Director: murray.mollard@nscr.ca

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

North Shore Community Resources acknowledges and honours that we live and work on the unceded territories of the Coastal Salish people including the St'at'imc, Skwxwú7mesh (Squamish), xʷməθkʷəy'əm (Musqueam) and səl' ilwətaʔɪ (Tsleil-Waututh) Nations.