



Employment Opportunity

Position Title: Communications Coordinator	Position Number: 2019-40
Department: Communications Location: 10030 Resthaven Drive, Sidney BC	Days/Hours of Work: Monday-Friday, 8:30am-4:30pm (Occasional evening & weekend work required)
Remuneration: Commensurate with experience	Union: Exempt
Start Date: As soon as possible End Date: approx. 6 months	Status: Temporary, Full-Time

JOB SUMMARY:

Join us for rewarding, engaging work, great benefits, and the opportunity to apply your creative and professional skills to making a difference in people's lives.

Beacon Community Services, a not-for-profit organization, delivers a wide variety of programs and services focused on helping people and improving lives in our community. The Communications Coordinator supports this with strong, effective communications that reflect the organization's mission, vision and values and serve its strategic objectives.

Reporting to the Director of Communications, the Communications Coordinator helps inform stakeholders about Beacon's many programs and services and has lead responsibility for writing, designing, laying out, and producing a wide range of print materials (including brochures, posters, reports and monthly and bi-monthly newsletters).

The Communications Coordinator is also the hands-on webmaster for internal and external websites, plays a key role on staff social planning committees and other cross-organization initiatives, and helps plan and manage events for internal and external stakeholders, in addition to other communications duties as required.

DUTIES AND RESPONSIBILITIES:

- Utilize publishing software to create visually attractive, brand-consistent materials and documents for a wide range of audiences
- Research, write and disseminate content for web-based, email and other electronic communications, as well as other communications and printed materials (including newsletters, media releases, speeches, brochures, proposals, and reports)
- Review materials for consistency and adherence to brand standards and logo guidelines
- Liaise with suppliers and vendors, including printers, and maintain an accurate log of the organization's communications projects and products
- Maintain and update external and internal websites
- Plan and manage events for internal and external stakeholders, including the preparation and coordination of collateral materials and publicity

- Assist in the development and implementation of internal and external strategic communications and marketing plans
- Proactively develop and maintain excellent relationships with the organization's program staff, community partners, and stakeholders, with a focus on customer service and helping internal clients achieve their communications objectives
- Other duties as assigned

QUALIFICATIONS:

- Post-secondary degree or diploma in a relevant discipline (such as Marketing, Communications, Journalism/Writing, or Graphic Design)
- 2+ years relevant work experience preferred
- Ability to appropriately manage sensitive or confidential issues, exercising discretion and tact

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient with Adobe Creative Suite (particularly InDesign), Illustrator, Photoshop, Adobe Acrobat, and Microsoft Office Suite (including Excel, Powerpoint, Publisher and Word)
- At least basic knowledge of HTML coding and Dreamweaver, though proficiency in website programming is desirable
- Demonstrated abilities in graphic design and photo editing and a working knowledge of print production processes and technologies
- Strong research and analytical skills
- Detail oriented, with experience in proofreading and editing
- Familiarity with various social media applications is an asset
- Strong oral and written communications skills, with an excellent command of English and the ability to tailor communications to diverse audiences
- Good time management skills, with the ability to effectively and independently multi-task in a deadline driven environment

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position 2019-40. Please note only those applicants who are selected to continue in the recruitment process will be contacted.