

Employment Opportunity

Position Title: Community Liaison	Position Number: 2022-02
Department: Homelessness Prevention & Shelter Services	Days/Hours of Work: Mon-Fri 37.5 hrs/wk
Location: Lighthouse Youth Housing	
Compensation: \$24.00/hr	Status: Full-time Union: exempt
Start Date: ASAP	Posting Period: Until filled

ABOUT BEACON:

Beacon Community Services is a well-established local charity operating in the Greater Victoria area for over 45 years. We are an award –winning and accredited organization that helps people and improves lives through a range of community programs and services than span every phase of people’s lives. We serve Southern Vancouver Island and the outer Gulf Islands with a team around 200 staff and 600 volunteers. We offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating work environment.

POSITION SUMMARY:

Our Homelessness Prevention & Shelter Services team operates the Lighthouse, a BC Housing funded youth housing facility with a full spectrum of services for up to 21 at risk youth. As a Communications Specialist, you are responsible for providing communications services for the Lighthouse and other homelessness prevention programs. Services include developing communications strategy, supporting community and stakeholder communications and engagement activities and crafting communications materials in collaboration with program manager and Director of Communications. A key focus of the role is supporting stakeholder communications and strong relationships through active outreach to community, direct communication with neighbours and social media activities. In this position, you will provide and implement strategies for strengthening relationships with stakeholders. You will also provide communications support for effectively engaging youth in program participation.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Participating in the development, implementation and evaluation of strategic communications goals and objectives
- Identifying potential issues and opportunities involving the development, production and distribution of communications and developing strategies to address these issues
- Researching, writing, editing and helping design and produce diverse communications materials such as Executive messages and presentations, staff messages, Q and As, external announcements, speeches, briefing notes, backgrounders, and newsletters
- Creating and publishing digital information on different platforms
- Drafting policy, procedure and contract documents for internal and external use in collaboration with program leaders and the Director of Communications.
- Providing communications support to projects and initiatives by working with managers to create and implement communications and stakeholder relations plans.
- Evaluating and reporting on the success of communications and project implementation.
- Writing stories to support program communications, including interviewing staff, residents, service providers and stakeholders.
- Filming, editing and producing short video interviews to create accessible, effective plain language communications tools

- Working closely with the Director of Communications to publish program communications materials. Providing backup support to manage website and intranet content when needed

QUALIFICATIONS:

- Bachelor's Degree in Communications, Public Relations, English, or equivalent and relevant discipline,
- Five (5) years of experience in public relations, corporate communications, or media relations
- Experience working or volunteering with vulnerable youth is a definite asset
- An equivalent combination of relevant education and experience may be considered

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interact effectively with vulnerable youth
- A proven ability to establish and maintain effective and collaborative working relationships with people at every level of the organization and a diverse variety of key stakeholders both internal and external
- A demonstrated ability to do communications planning and writing with a good grasp of plain language communication
- Demonstrated experience in stakeholder relations, project communications and change management
- Excellent interpersonal, conflict resolution, and communication skills, both verbally and in writing
- Strong organizational skills and the ability to handle pressure and work in a dynamic work environment, adapting to changing priorities and deadlines, emerging issues, and competing demands
- Experience with developing and working on digital communications strategies and platforms
- Excellent skills monitoring and using social media platforms
- Sound ability to work in multimedia platforms including creating and publishing simple videos

ADDITIONAL INFORMATION:

Beacon Community Services serves vulnerable populations including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
 - All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.
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APPLICATIONS:

If you want to make a difference in the lives of vulnerable youth [Apply Now!](#) quoting the position number **2022-02**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.