POSITION TITLE: Communications Coordinator
FULL TIME CONTRACT
DATE: September 2019 – March 2020

POSITION REQUIREMENTS: B.A. or community college diploma or equivalent experience in communications or human services discipline. Applied experience with variety of social media platforms and other online communication tools; knowledge of or experience in volunteer management; knowledge of ability to learn quickly and work independently; knowledge of office computer programs; excellent communication, interpersonal and organizational skills; team worker. Experience with Customer Relation Management (CRM) software is an asset.

GOAL: To represent the Volunteer Action Centre Waterloo Region and its services to the community by communicating and providing organizational support to the members of the Volunteer Action Centre.

RESPONSIBILITIES include but are not limited to:
As part of a staff, student and volunteer team the Communications Coordinator will either coordinate or be responsible for:

1. Internal Communications
   - facilitate the annual membership drive
   - develop and deliver orientation to Volunteer Action Centre services
   - provide consultation on volunteer program development and management
   - assist with mentoring student placements and volunteers
   - assist with communications specific to the Volunteer Impact Awards

2. External Communications
   - prepare media releases and weekly ads
   - compile, prepare and disseminate regular e-newsletters to various audiences
   - build on existing media relationships – lead development of annual contracts
   - staff lead for online and social media services
   - public speaking at events promoting volunteerism
   - regular appearance on K-W Magazine (live interview on CKWR Radio) and Rogers Television

3. Knowledge Mobilization
   - connect customers with knowledge resources

4. Team
   - work collaboratively with Volunteer Action Centre staff as a supportive member of the team
   - support relationship development

HOURS: 35 hours per week. Monday to Friday 9:00 am - 4:30 pm. Occasional after hour events and meetings
SALARY: $20.00 - $23.00/ hour

APPLY: By August 23, 2019 to: Jane Hennig
Volunteer Action Centre
#500, 151 Frederick Street
Kitchener ON N2H 2M2
or
jane@volunteerwr.ca
No phone calls please