

## **Communications Coordinator - Full-time**

### **Summary of Position**

The Resource Centre for Suicide Prevention (RCSP) is a locally based not-for-profit and registered charity. Our Vision Statement is:

*"To reduce suicide, suicidal behaviour, and their effects, by promoting positive alternatives and healthy coping skills."*

RCSP deals with many aspects of mental health promotion and suicide prevention, delivering service to people of all ages and backgrounds. We need a Communications Coordinator (CC) to help us reach, inform and incite to action all people in our service region.

The CC will develop and implement an annual communications plan to elevate the RCSP profile, reputation and standing. You will collaborate with other team members to create compelling content for print and digital media.

### **Responsibilities**

Responsibilities include, but are not limited to:

- Promote current programs, projects and workshops
- Develop and implement communication efforts to launch new programs
- Collect and monitor metrics on communication effectiveness
- Coordinate and attend trade shows and other public awareness events
- Provide communication tactics to advance overall RCSP strategy
- Support the creation of high impact awareness and fund raising events
- Complete innovative social media and website updates including calendars

### **Qualifications**

The successful applicant will possess one or more of the following:

- Post secondary education in Human Services field with communication experience or Communications education with human services experience
- Experience in coordinating advertising and events
- Experience in creating print publications like Annual Reports and posters
- High literacy and proficiency with Microsoft Office, virtual delivery platforms and a variety of design/publishing software
- Valid class 5 driver's license and a safe and reliable vehicle
- Creative flair for visual presentations, writing and all other communication media

### **Skills and Abilities**

The successful applicant will possess the following:

- Excellent organizational and time management skills
- Ability to identify and communicate to target audiences

- Flexibility and openness to learning and then sharing information
- An acknowledgement of the importance of self-care and a commitment in keeping oneself healthy
- Demonstrated ability to work independently and as part of a team
- Knowledge of social service community agencies and resources
- A recognition and acceptance of the diversity of the people we work with and serve
- Discretion and judgement in ability to handle confidential situations
- Ability to obtain a Child and Youth Intervention Check (CYIC) and Criminal Record Check (CRC)

**Education:**

- **Diploma or degree in Communications or related field**

**Experience:**

- **Communications: 2 years (preferred)**

**What We Offer:**

- Hourly wage range of \$25.00 - \$28.00 per hour
- Employer-paid training opportunities
- An inclusive and supportive work environment
- Benefits:
  - Dental care
  - Extended health care
  - Paid time off
  - RRSP match
  - Wellness program

**Schedule:**

- Monday to Friday

**Application question(s):**

- A cover letter is MANDATORY. In your cover letter, along with detailing your personal suitability for the role, please include a paragraph that describes why an effective communication plan creation and implementation is vital to the success of RCSP.

Work Location: In person

Application deadline: 2023-11-20