

John Howard Society of Manitoba Inc. Job Posting

The John Howard Society is a not-for-profit organization with approximately 20 employees covered under a single collective agreement.

Position: Communications and Special Initiatives Coordinator

Employment Type: Part-time

Position Type: Unionized

Salary: \$23.03

Benefits: Generous benefits package after the successful completion of six months of employment

Tentative Start Date: As soon as possible

Term: 6 months with a month-to-month contract renewal afterwards.

Closing Date for Internal Applications: Until filled

The Position: In keeping with the mission statement, values and principles of the John Howard Society of Manitoba, the Communications and Special Initiatives Coordinator develops and implements marketing and communications strategies as well as prepares funding applications.

Duties and Responsibilities:

- Oversee media communications (including social media) for the JHSM.
- Draft marketing and communications strategies.
- Prepare funding applications.
- Complete reports for funders.
- Maintain partnerships/liaisons with other organizations on behalf of the JHSM.
- Assist with/plan various special initiatives, such as events and conferences.

Preferred/Asset Qualifications:

- Related education or equivalent combination of experience and education.
- Minimum of two years' experience working in the social services and/or not-for-profit sector.
- Excellent written and verbal communication skills.
- Experience in making public presentations.
- Knowledge of how to utilize websites and current social media platforms for organizational communication purposes.
- Experience with fundraising and event/conference planning.
- Strong problem-solving skills.

In addition to the above, this position requires the following:

- An up-to-date Criminal Record Check from Winnipeg Police Service and Adult Abuse Registry clearance.



Education:

- Completed (minimum) Grade 12 education or equivalent.
- Post-secondary education in communications and marketing OR, 3 years' experience working in a similar role.

Experience:

- Experience in working with an agency that supports people who are in conflict with the law.
- Experience in grant writing and completing funding applications.
- Experience developing marketing campaigns and collateral.

Knowledge:

- Knowledge and awareness of Indigenous/cross-cultural issues.
- Knowledge of related community resources.

Abilities:

- High degree of self-motivation with judicious decision-making and problem-solving skills.
- Ability to practice appropriate boundaries and professionalism.

Must have before applying:

- An up-to-date (within 6 months) criminal record check from Winnipeg Police Service.
- An up-to-date (within 6 months) Adult Abuse Registry clearance.
- Fingerprint criminal record check from Winnipeg Police Service.

(Note: JHSM will reimburse the cost of the above checks with the original receipt if you are the successful candidate.)

In addition to the above, this position requires the following:

- Ability to communicate effectively in English both orally and in writing.
- Must be legally entitled to work in Canada.

Reporting Relationship:

This position reports to the Executive Director

The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.

We strongly encourage applicants who identify as being First Nations, Métis, or Inuit to self-declare in their resume or cover letter.

Closing date: Until filled

Please email your resume and cover letter to Matt Sciangula at careers@johnhoward.mb.ca

The John Howard Society of Manitoba
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