

## John Howard Society of Manitoba Inc. Job Posting

The John Howard Society is a not-for-profit organization with approximately 30 employees covered under a single collective agreement.

**Position:** Communications Coordinator

**Position Status:** 0.6 (22.5 hours/ week)

**Employment Type:** Unionized

**Position Salary:** \$26.65 /hr

**Hours:** 22.6 hrs to be completed between Monday – Friday (8:30 am – 4:30 pm)

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

**Tentative Start Date:** ASAP

➤ **Closing Date for External Applicants:** Ongoing until the position has been filled.

**\*Only internal and external applicants who meet the minimum requirements will be contacted for an interview.**

**\*Internal applicants who do not meet the minimum requirements will be contacted via email and provided with an explanation as to why they did not meet the minimum requirements.**

### POSITION SUMMARY – *Communications Coordinator*

Reporting to the Executive Director, the Communications Coordinator is responsible for producing and maintaining all communications materials, including social media, email marketing, and print assets. They are also responsible for planning and executing the annual general meeting, other events, and working to maintain and grow John Howard Society's positive reputation and community relationships.

### MINIMUM REQUIREMENTS - *Education and Experience*

- Post-secondary education in communications or marketing, OR a minimum of 3 years' experience working in a similar role
- Strong working knowledge of Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- Proficiency in Adobe InDesign is required; familiarity with Canva and other graphic design applications is an asset.

- Experience with social media management, including content creation and scheduling.
- Knowledge of how to maintain basic websites.
- Experience with event planning.
- Experience working in the social services and/or non-profit sector, OR lived experience of accessing social services, is an asset.
- Experience working with Indigenous peoples and knowledge of traditional Indigenous culture, traditions, teachings and ceremonies is an asset.
- Experience working with individuals who are involved, or have been involved, in the criminal justice system is also an asset.

## REQUIRED ATTRIBUTES

---

- High degree of self-motivation.
- Ability to work collaboratively as part of a team. ➤ Strong problem-solving skills
- Excellent verbal and written communication skills
- Graphic design and marketing skills

## POSITION BENEFITS

---

Generous benefits package after the successful completion of six months of employment. The Employer contributes to benefits including medical, dental, vision, life insurance, and pension.

## DUTIES AND RESPONSIBILITIES *Social Media and Communications*

---

- Prepare regular social media posts (designing graphics and writing caption text), including planning content in advance and scheduling posts
- Manage digital newsletter, including writing copy, sourcing images and information, and managing subscriber lists.
- Work with the fundraising coordinator to prepare fundraising campaign material and distribute it through social media, email newsletter, and print media.
- Assist in the writing of press releases and public facing communications.
- Create (including writing and designing) and update content for print marketing assets including program brochures, resource guides, event posters, annual report booklet, and business cards.
- Design and maintain Google Ads campaigns for program promotion and fundraising campaigns
- Assist grant writing coordinator and program staff with creating visuals for funding reports, such as charts, graphs, and photo compilations.

- Maintain accurate and up-to-date information on all JHSM departments for the purpose of creating communication and marketing assets
- Ensure messaging is consistent across brochures, info sheets, resource booklets, and the website
- Work with program staff to prepare and update PowerPoint presentations for educational and promotional purposes

## **DUTIES AND RESPONSIBILITIES – *Event Planning and Community Partnerships***

---

- Liaise with community partners to share information about the John Howard Society
- Work with other staff to support communications with community partners
- Plan and organize Annual General Meeting, including booking venue, managing catering, sending invitations and handling RSVPs and booking speakers. ➤ Plan and organize or assist with other events as required.

## **OUR COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT**

---

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

We encourage all applicants to apply, especially candidates who identify as First Nations, Indigenous, Inuit or Metis, visible minorities or persons with disabilities who meet the required qualifications.

**Members of these communities are encouraged to self-declare in their cover letter or resume. Please email your cover letter and resume to Matt Sciangula at**

**[msciangula@hrmatters.ca](mailto:msciangula@hrmatters.ca)**