



**April 15, 2019**

**Internal/External Job Posting - # AD10-19-01**

**COMMUNICATIONS COORDINATOR  
PERMANENT PART-TIME POSITION**

**Collingwood Neighbourhood House**

Our mandate is to promote the well-being of the Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

**Job Overview**

The Communications Coordinator is responsible for communicating Collingwood Neighbourhood House's (CNH) events, activities, news and initiatives to audiences both within CNH and more broadly in the Renfrew-Collingwood neighbourhood and beyond. CNH's aim is to show the depth and breadth of its work and to model CNH's vision and values in action. Communications tools include social media, website, posters, pamphlets, flyers, newspaper stories, brochures, annual report and targeted, in-person communications. The Communications Coordinator may also advise staff on best communications practices and could facilitate knowledge sharing among staff. The Coordinator will also work with CNH's Communications Committee.

**Qualifications**

- Degree in Communications or Marketing and/or three to five years of relevant working experience
- Excellent written and verbal communications
- Proven expertise in social media
- An ability to write clear, engaging content for a variety of media and a diverse audience
- Strong editing skills
- Demonstrated ability to use WordPress to manage website content
- Excellent interpersonal skills with a collaborative working style
- Strong organizational skills and keen attention to detail
- Ability to work independently, set priorities and meet deadlines
- Ability to work within an intercultural work environment
- An ability to take and edit photos, and demonstrated design skills are assets

**Job Details**

Salary: Starting at \$24.63 per hour  
Schedule: 14 hours per week  
Location: 5288 Joyce Street, Vancouver, BC, V5R 6C9  
Expected Start Date: May 2019

**Application Process**

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal first priority will be given to internal and local applicants. Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application.

**Submit cover letter and resume by 2 PM on April 30, 2019. Incomplete applications will not be accepted.**

Attention: Irene Mella, Office and Volunteer Coordinator  
Collingwood Neighbourhood House  
5288 Joyce Street Vancouver, BC, V5R 6C9  
c/o [yartega@cnh.bc.ca](mailto:yartega@cnh.bc.ca)

*We thank all applicants for their interest; however, only short-listed applicants will be contacted. No phone calls please.*