



Position: Communications Specialist
Organization name: Community Foundation of Greater Peterborough
Status: Part-time, 1 year contract, approximately 8 hours/week
Compensation: \$18/hour

About the Community Foundation of Greater Peterborough

The Community Foundation brings community builders together to create meaningful and lasting change in the City and County of Peterborough. We work with donors and charitable organizations to invest in the people, ideas and activities that build community vitality. Building sustainable community assets through philanthropy, we take a long-term view of our community, and have the staying power needed to address complex issues.

About the Communications Specialist Role

The Community Foundation is a small but ambitious organization that seeks excellence in all of its work. Currently undergoing a brand refresh and launching a pilot project in the fall, the Foundation is looking to add capacity to its team with a Communications Specialist. This role will support the Community Foundation as it adopts a culture of digital marketing and engagement, with responsibilities for updating existing communications materials and assisting with project specific outreach and community engagement activities.

This is a part-time role with flexible scheduling, at approximately 8 hours/week. The Communications Specialist will work from the Community Foundation's office in downtown Peterborough and will report to the Program Coordinator. Professional development and networking opportunities are available for this role.

Responsibilities

1. Supporting ongoing communications activities and brand refresh

- Updating existing communications materials to reflect the Foundation's refreshed brand
- Developing new communications materials to support the Foundation's strategic priorities
- Managing the Foundation's website and social media presence, including updates, content development and audience engagement
- Drafting internal and external documents that are consistent with the voice and tone of the Foundation

2. Developing, implementing and monitoring digital engagement strategies

- Supporting the development of a culture of digital engagement within the Foundation
- Developing and implementing a digital engagement strategy
- Developing metrics to monitor and evaluate digital engagement activities
- Producing a suite of digital stories that promote the work of the Community Foundation

3. Supporting project specific outreach and communication activities

- Supporting the development and execution of an outreach strategy for specific projects and events
- Assisting with event planning and coordination
- Collecting and analyzing data on project engagement and event participation

The Ideal Candidate is someone who:

- Has relevant experience in marketing, communications and event planning
- Excels in writing, editing and digital storytelling (including video production)
- Has knowledge and experience in website maintenance and social media applications
- Is a highly organized self-starter, able to work effectively within a goal-oriented team
- Embraces a positive, proactive and hands-on approach
- Can demonstrate creativity and strategic thinking in their work
- Is interested in learning and sharing skills in the workplace

Hiring Process:

Please send a resume and cover letter outlining relevant skills and experience to info@cfgp.ca with the subject 'Communications Specialist Application'. Applications will be reviewed on a rolling basis until the position is filled. Candidates that are invited for an interview will be asked to complete a brief assignment and provide a sample of past work in digital storytelling or engagement (i.e. a video, photography or online campaign). The start date for this position will be on or before June 30.

The Community Foundation of Greater Peterborough practices employment equity and is dedicated to building a workforce that reflects the diversity of our community, including members of visible minorities, Aboriginal peoples, and persons with disabilities.

The Community Foundation is dedicated to providing decent work, which includes compensation at a living wage, flexible scheduling and commitment to work-life balance, and opportunities for professional development and advancement, where possible.

For more information, please contact:

Nicole Gagliardi, Program Coordinator
Community Foundation of Greater Peterborough
nicole.gagliardi@cfgp.ca
705-740-2347