



**Community
Foundation**
of Greater Peterborough

Job title	Communications Coordinator
Reports to	Executive Team
Compensation	\$23.50 per hour
Contract Scope	Part-time; 14 hours a week
Start Date	May 2021

About the Community Foundation

The Community Foundation brings people 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 support community vitality.

About this role

We are seeking an experienced, detail-oriented self-starter who excels at digital communications, has a flare for problem solving and critical thinking, and is a clear and effective communicator.

The Communications Coordinator is part of a small but mighty team dedicated to building a vital community for everyone. You will serve donors and charitable partners and work with an Executive Team and board of directors.

General areas of responsibility

This position encompasses broad and varied responsibilities, and of course, this job posting does not list them all. The employee may be required to perform other related duties as assigned to meet the on-going needs of the organization.

1. Implementing and monitoring digital media strategies on social, email and web
2. Assisting with the development and implementation of communications activities
3. Writing succinct and engaging impact stories and profiles of donors
4. Drafting correspondence and assisting with administrative tasks
5. Supporting ongoing donor stewardship activities
6. Performing regular updates to website (Wordpress)
7. Contributing to the ongoing development of communications strategies, core messaging and tactics

Essential experience, qualifications, and competencies

We are looking for candidates with excellent:

- Communication skills – you listen attentively and you express yourself clearly and honestly both orally and in writing, your Microsoft Word and Outlook skills are strong, and you're comfortable on the telephone and with Zoom
- Organizational skills – you meet deadlines in a fast-paced environment, and juggle them according to external demands, you are self-motivated and enjoy variety in your work.
- Attention to detail – you take satisfaction in finishing the tasks you have started and while you work quickly, you always make sure your work is accurate
- Problem solving and critical thinking abilities – responding and adapting to a variety of challenges is part of the job and you are ready to embrace this creatively and collaboratively
- Digital literacy – you are adept at using a variety of software programs, have experience with digital communications and marketing, and are a savvy wordpress user
- Storytelling skills – you know how to craft a great story that resonates with people and you can translate a story into multiple media, including written, video and infographic formats

Working Conditions

- Extended periods of sitting while working on a computer
- May occasionally requires flexibility to work modified hours to attend meetings or events
- Ability to work independently with minimum supervision

Due to Covid-19, this role will be home-based with regular scheduled check-ins with the Executive Team. Once we are safely able to return to the office, the expectation is that you will work in the office. A good home internet connection is essential. Hardware will be provided.

How to apply

Email your cover letter and resume as one pdf file to info@cfgp.ca with the subject line Communications Coordinator. Application review will begin on May 10th and will remain open until the position is filled. If you are also applying for the Financial Administrator, please indicate this in your cover letter.

Due to the anticipated volume of applications anticipated, only those selected for an interview will be contacted. Thank you for your interest.

Interviews will be conducted through Zoom. There may be a practical component to the interview.

The Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We invite applications from diverse populations and groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation.