

## JOB VACANCY

### Communications Coordinator

#### Organization Summary

The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

#### Position Summary

As a member of the Marketing & Development team, the Communications Coordinator is responsible for conveying the Children's Museum's internal and external messages as well as supporting outreach initiatives to position the museum's mission, programming, and services as an essential community resource. The Communications Coordinator is responsible for supporting all museum marketing and communications, managing volunteer onboarding and the membership program, promoting the museum's online and social media presence, and coordinating with partner organizations. He or she will work in cooperation with other museum staff to ensure that all guests to the museum have a positive experience.

<b>Department:</b>	Marketing & Communications
<b>Reports To:</b>	Director of Marketing & Communications
<b>Hours:</b>	Full time, 35 hour/week salaried position, Monday – Friday Occasional evening and weekend work as required
<b>Salary &amp; Benefits:</b>	\$30,000 – \$34,000 annually Eligible for Employee Benefits Program including RRSP matching

#### Education

- Post-secondary degree/diploma in communications, marketing, public relations, or related field with demonstrated emphasis on professional style and copy editing
- Graphic design, video editing, and digital animation education an asset
- Ongoing training in the field of communications and emerging technology an asset

#### Experience

- Minimum two years professional experience in not-for-profit communications, marketing, or public relations
- Proven successful track record in:
  - Social media engagement
  - Public speaking (with emphasis on developing and delivering presentations)
  - Volunteer recruitment and training

## Skills Required

- Excellent verbal and written communications skills
- Organizational and planning skills
- Ability to handle multiple concurrent assignments and meet deadlines
- Sound judgement with creative approaches to problem solving
- Ability to work independently and in a team environment with staff and volunteers
- Computer skills including proficiency in word processing, XHTML and CMS website maintenance, and desktop publishing
- Highly developed interpersonal skills
- Excellent customer service skills
- Cultural awareness and sensitivity to working with staff, volunteers, and other stakeholders with a wide variety of needs

## Skills Desired

- Ability to work in both official languages
- Media experience
- Understanding of HR principles and processes

## To Apply

- Forward resume and cover letter outlining suitability for this position to Lisa McDonald, Director of Marketing & Communications, at [lmcdonald@childrensmuseum.com](mailto:lmcdonald@childrensmuseum.com).
- Applicant must demonstrate acceptable results on a Police Information/Vulnerable Sector Check and a Child Abuse Registry Check. Checks must be received in advance of start date.

## Deadline

- Sunday, March 31, 2019