



MALTON NEIGHBOURHOOD SERVICES

3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905-677-6270 / Fax: 905-677-6281 / Website: mnsinfo.org / Email: info@mnsinfo.org



Malton Neighbourhood Services (MNS) Requires a Communications and Marketing Coordinator

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

The Communications and Marketing Coordinator reports to the Executive Director and is responsible for providing support in the implementation of communications programs and activities, primarily in web/online outreach, social media, print publications, media relations and other outreach initiatives. The coordinator acts as the technical web and multimedia specialist team member.

This is a full-time position scheduled to work 35 hours per week.

Duties:

- Coordinates various projects relating to the production of communications materials and tools (including not limited to brochures, newsletters, e-marketing, website, social media, proposals, articles/editorials) from the creation phase to distribution, including liaising with suppliers.
- Prepares and creates high-level PowerPoint presentations, information packages, weekly/monthly/quarterly program calendars and organization newsletters.
- Prepares content, layout and release of frequent electronic communications to stakeholders including brochures, mass mailings, e-newsletters, event listings, media/public announcements, social media posts and other communication elements.
- Research and understand key communication challenges, target audience, competitive activity, and environmental factors for consistency in messaging across channels from branding materials to digital and print media.
- Supports all aspects of internal and external public relations and outreach activities, events, and campaign elements, including research and development of communications material and outreach programs.
- Identifies and assists with engaging strategic partners, donors, members, corporate partners; develops and maintains positive working relationships with broad-based media, schools, professional associations, community agencies and other stakeholders.
- Serves as point of contact for agency communications related media inquiries. Maintains, files, and circulates record of media appearances and publications including print/online clippings, radio, and television appearances.
- Maintains electronic and hard copy files of client photographs and events, agency brochures, flyers, display, and other marketing and exhibit materials.
- Develops content and updates agency website using content management system and HTML, ensuring that content is accurate, links are current; updates on time sensitive material made as needed.

Qualifications:

- Community College or professional certificate in Communications, Marketing, or Journalism, Public Relations, or relevant domain.
- Minimum 3 years of experience working in the marketing and communication sector. Non-profit sector experience is an asset.
- Excellent interpersonal skills with external stakeholders, third parties, and staff at all levels. Ability to speak and write in French is an asset.
- Excellent planning and organizational skills with particular emphasis on attention to detail.
- Demonstrated advanced knowledge understanding of web design, structure, position, and search engines; including website administration, editing and writing, working with content management system; and editing tools such as HTML.
- Demonstrated experience working with Photoshop, Adobe Illustrator, or other design programs.
- Advanced knowledge of Microsoft Office, particularly Access, Excel, PowerPoint, Word; HTML; Adobe and Photoshop with ability to produce high-end multimedia presentations.
- Demonstrated ability to work independently, take decisions, and respond to multiple priorities and to meet deadlines successfully under pressure in a deadline-driven and collaborative environment.
- Demonstrated ability to accept and perform additional duties as needed to meet the mission of the organization.
- Ability to work flexible hours, some evening and weekend events. Must have access to a personal vehicle for travel across sites and events.

Location: 3540 Morning Star Dr, Mississauga, ON L4T 1Y2
(Temporary remote work during COVID 19 pandemic.)

Start Date: July 12, 2021

Note: *Upon selection, a Police Clearance (CRC) will be required as a condition of work.*

If you are interested, please quote Reference # 12-0721 and send your resume with a covering letter by July 9, 2021, to HR@mnsinfo.org

"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."

MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.