

External Communications Specialist

ABOUT US

John Howard Society Pacific (JHS) is a non-profit organization which provides the opportunity to work with purpose, and impact change in your community. We are a dynamic, innovative social service organization that strives to create safe, healthy, and inclusive communities for all. We do this through a continuum of programs which provide assistance with housing, life-skills, education, employment, and community-based services, with the goal of helping individuals achieve greater independence.

ROLE PURPOSE

The External Communications Specialist will support integrated communications strategies across the organization. This position will create compelling content for various audiences and mediums, and assist in the development, implementation and maintenance of strategic communications and development approaches across all external channels.

HOURS

Monday to Friday, 0900-1700, 40 hours per week

Full-Time Temporary for 6 months, with the possibility of extension based on organization and candidate interest.

This position requires the ability to work flexible hours during the daytime, evenings, and weekends based on operational needs and program requirements.

LOCATIONS

Lower Mainland, BC or Yukon

KEY ACCOUNTABILITIES

- Coordinates and maintains all aspects of external communications pathways, including social media, website, and other digital marketing channels
- Ensures consistent and comprehensive communication to support the organization and our brand through the development of strong strategies and compelling content
- Assists in the development of media relations strategies and information related to the organization in the public or media, including support and coordination for proactive and reactive media communications
- Identifies, plans, and coordinates proactive opportunities for positive public relations and media engagement
- Supports the development of community events and engagement strategies to enhance brand awareness and community presence, including the coordination of external events
- Plans and executes the development of organizational marketing materials to support brand awareness, including design and development of print and digital materials

OUR VALUES

- Inclusive ·
- Accountable ·
- Person-Centered ·
- Collaborative ·
- Determined ·

- Coordinates the organization's membership strategy and related processes, including membership management, recruitment, recognition, and engagement initiatives
- Supports the development of the organization's fundraising strategy, and works towards annual goals by coordinating and executing various fundraising programs and events
- Participates as a key member of the Communications & Community Development and Strategic Initiatives teams, working collaboratively on strategic communications and development initiatives that support the organization's strategic priorities

WORKING CONDITIONS

- Function independently, while remaining a crucial member of the support team
- Adhere to JHS Pacific policies and procedures
- Be available to work flexible hours as needed. May include some evenings/weekends, as determined by the administrative team needs and schedules

QUALIFICATIONS

We are seeking a highly motivated individual with a proven ability to work within a fast-paced, growth-focused environment. The ideal candidate has:

- A bachelor's degree and/or professional designation, with a minimum of 3 to 5 years of applicable or relevant transferable past work experience
- Strong written communications skills, including impeccable English grammar and editing skills
- Experience in creating and publishing written and visual content for traditional and digital communication channels, including all social media channels
- Strong marketing experience and creation of brand awareness materials including brochures, booklets, and annual reports
- Experience in graphic design and strong knowledge of appropriate software including the Microsoft Office suite, SharePoint, and Adobe Creative Cloud
- Well-developed leadership skills with the capacity to reflect, promote, and protect the culture and integrity of the organization and the services it provides, and to manage situations with professionalism, tact, and diplomacy
- Excellent time and project management skills, attention to detail, ability to manage multiple projects in a deadline driven environment Ability to present information in an insightful and structured manner (written and verbal)
- Strong understanding of and a sensitivity to complex political and cultural environments

REQUIREMENTS

- Criminal Records Check

COMPENSATION

Annual Salary will be negotiated based on experience and qualifications. This role will also be eligible for the Society's comprehensive Management Benefits Package.

The logo for JHS, consisting of the letters 'JHS' in a white, sans-serif font, centered within a white square border. The square is set against a teal background that runs vertically down the left side of the page.

WHAT DO WE OFFER?

- An inclusive and supportive work environment, along with the opportunity to work with purpose for non-profit organization
- Grow your career with employer-paid training and leadership development opportunities
- Comprehensive health benefits package, including extended health and dental and municipal pension plan
- Wellness supports, including counselling and other innovative wellness services are available to employees and their immediate families

COMMITTED LIVING WAGE EMPLOYER



JHSP recognizes the importance of supporting our communities through the Living Wage for Families Campaign. As a Certified Living Wage Employer, we are committed to providing our employees with fair living wages.

DIVERSITY

Diversity, equity and inclusion are essential to delivering exceptional care and building a great place to work. At JHS, we value and accommodate unique differences to ensure that our staff (both current and prospective) have the opportunity to thrive.

To build a strong and representative workforce, we are seeking candidates who will contribute to a caring and inclusive culture. We encourage applications from all qualified applicants, including but not limited to members of communities that are disadvantaged on any grounds, including Indigenous Peoples, people of colour, people of all genders and sexualities and people with disabilities. Multilingual skills and multicultural competence are assets.

HOW TO APPLY

Please submit your application with a detailed cover letter and resume with the subject line "Communications Specialist" to careers@jhspacific.ca

JHS