



COMMUNICATIONS COORDINATOR 32 Hours per week

Our Story:

Quint Development Corporation is a unique community economic development organization, focused on creating economic opportunities that help to strengthen communities and improve social conditions for Saskatoon residents. The goal is to create opportunities for affordable housing, jobs, and economic development in Saskatoon's west-side core neighbourhoods.

The Position:

We are looking for an individual who wants to be part of an organization that addresses inequities in our city and who is passionate about social justice and community development. Through creative, clear and compelling media communications you will develop and implement innovative ways of telling our stories, engaging with the community and other stakeholders. The incumbent requires experience in creating and executing media campaigns and have a high degree of initiative, judgment and self-reliance.

Principal Duties & Responsibilities

Reporting to the Director of Operations and working closely with the Executive Director, the Communications Coordinator will:

- Develop, implement and evaluate integrated strategic communication and marketing plans to advance Quints brand identity, broaden awareness and increase visibility of our programs;
- Identify challenges and emerging issues faced by the organization and work with leadership team to recognize internal and external communications opportunities and solutions, and defines and executes appropriate strategies to support them;
- Participates in the design and implementation of marketing strategies for Quint's Annual General meeting;
- Produces the annual report including concept design, writing, editing and printing;
- Create and publish content for all social media platforms (Facebook, Twitter, Instagram)
- Monitors, listens and cultivates online community engagement, ensuring new and consistent information (article links, stories and events) is posted regularly;
- Manages the development, distribution and maintenance of all, but not limited to: electronic newsletters/alerts, social media, website, annual report, brochures, position papers/statements;
- Responsible for content development, design, maintenance, posts and updates of Quint's website;
- Support the Marketing and outreach campaign of related organizations as directed.

Knowledge, Education and Experience

- Understanding Community Economic Development principles and practices;
- Passionate about our mission, values and approach;
- Awareness of the west side core neighbourhoods in Saskatoon;
- Relevant post-secondary education and/or experience in communications or related field;
- Experience stewarding online communications, managing pages, troubleshooting with platforms such as Website, Facebook, Instagram and Twitter
- Familiarity with social media platforms and how they can be applied in the non-profit sphere;
- Experience creating innovative and accessible forms of communications that tell compelling stories.
- Experience designing and creating posters, newsletters, videos etc. would be an asset.
- Proficiency with computer programs required for the field including knowledge of Microsoft Office;

Skills

- Can take initiative and work independently;
- Excellent research, writing and editing skills;
- Ability to write creatively, clearly and compellingly;
- Must be organized, detail oriented and deadline drive;
- Team player with positive and enthusiastic attitude;
- Non-profit experience a plus.
- Valid Class 5 Driver's License.

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates.

To apply, send your resume and cover letter along with a sample of your work that tells a story by **4:00 p.m. Friday March 22, 2019 to:**

Quint Development Corporation
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