

## JOB POSTING

**POSITION:** Media/ Communications Coordinator  
**TYPE OF POSITION:** 35 hours weekly  
**SCHEDULE:** Monday to Friday 8:30am - 4:30pm  
(Availability on evenings and weekends as needed)  
**LENGTH OF TERM:** 8 Weeks  
**REPORTS TO:** Resource Development Manager  
**CLOSING DATE:** Until filled



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### About the Start Me Up Niagara:

At Start Me Up Niagara, we offer services and programs to support people facing significant challenges such as poverty, homelessness, unemployment, disabilities, addictions and mental health issues. Our goal is to provide opportunities to help individuals increase their level of self-sufficiency and improve their quality of life. Our services range from daily drop in, community lunches, health care, income maximization, arts, garden, housing supports and employment development.

Together, we are working to build a community where all are included.

### Position summary

Providing communications and social media support to the Resource Development Manager and other SMUN Staff.

### MAJOR DUTIES AND RESPONSIBILITIES

The ideal candidate will be a self-starter, who is just as comfortable working autonomously as with a team. This candidate should have a high level of attention to detail, organized, and experienced in navigating social media networks.

- Providing communications and social media support to SMUN Management and other Program Staff
- Work with SMUN Management to maintain internal and external communications strategies and policies and procedures and office systems as needed
- Editing and preparation of documents for SMUN website
- Generate annual report (AGR) and StreetNews to keep current and up to date print and social media copy
- Conduct scans of digital communications opportunities, review available platforms and liaise with RDM to determine information needs and flow
- Working with RD and other staff within SMUN to determine content needs and process for ongoing media/communications strategies
- Environmental scan of all communications means and material available

- Draft for output of SMUN annual presentation report (digital)
- Draft media/communication material as needed

### **Qualifications and competencies**

1. Completed or completing Post-secondary education in Media/ Communications/ PR/ Marketing
2. Courses (or proven experience) at an advanced level in Microsoft Office components; Courses in related disciplines considered an asset such as Affinity

### **Requirements:**

- Be very organized with a high attention to detail
- Have experience working in an office environment
- Able to work remotely, in keeping with Public Health Orders
- Experience maintaining social/ media communications systems within a non-profit
- Possess excellent written and oral communication skills including drafting reports, and professional communications
- Possess excellent computer skills and proven competency in using Microsoft Office suite and other PC based graphic output software
- Experience working within marginalized communities and organizations and understanding of mental health issues, history, and protocols
- Demonstrate an ability to work effectively, both independently & as part of a team, in a demanding work environment that experiences pressure
- Experience working with a progressive non-profit organization is an asset
- Share a commitment to SMUN's purpose and to the local community
- Established methods of information dissemination amongst local communities
- Build on skills in the area of community and engagement and data management
- Experience in event advertising
- Knowledge of KPIs and marketing techniques for event management
- Problem solving ability
- A team player
- Skilled in project management
- Tactful and discrete

### **How to Apply:**

Applicants are invited to email a cover letter and resume to [hr@startmeupniagara.ca](mailto:hr@startmeupniagara.ca) with the subject line "Media Coordinator".

We thank all applicants, however, only those who are selected for an interview will be contacted.

### **Accommodation**

Accommodation provided during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

*Start Me Up Niagara is an equal opportunity employer and is committed to providing employment in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations within reason due to a disability or medical need are available on request for candidates taking part in the recruitment process.*