

A PORT IN THE STORM



Job Description

Position Title:	Marketing and Communications Coordinator
Type of Position:	Summer Student Term
Reports to:	Executive Director
Effective Date:	June – August 2018 (8 weeks)
Hours:	Monday – Friday, 30 hours per/week (flexible hours: may require evenings and weekends)
Wage:	\$14.00 per/hour

Nature and Scope

Reporting to the Executive Director, the Marketing and Communications Coordinator is responsible for providing support to marketing, communications and fundraising initiatives. This position will work closely with the Executive Director and Guest & Volunteer Manager on a day-to-day basis and collaborate regularly with the Marketing & Communications Committee.

The Marketing and Communications Coordinator maintains excellent communication and reporting methods to ensure the organization is running efficiently. With the assistance of volunteers, to mandate is to further advance the vision, mission and values of the organization.

Responsibilities include:

Marketing and Communication

- Update the website as required
- Develop and manage the request for proposals (RFP's) for a new website
- With the Executive Director, plan the 2018 Annual General Meeting.
- Lead the 2017-2018 Annual Review process with the board and Marketing and Communications Committee.

- Research and update existing Funding Sources Guide for grants, foundations and sponsorships as it relates to A Port in the Storm initiatives
- Develop a social media plan in conjunction with marketing, communications and fundraising
- Interview clients for future newsletters, website and marketing materials
- Write thank-you letters and donor thank-you's
- Update existing Accommodations Form
- Develop a general information brochure
- Other duties as required

Guest Relations:

- Answer phones and provide information as required
- Assist with scheduled guests checking in and outs
- Provide orientation and tour to new guests
- Ensure safety of all guests
- Maintain supportive and open communication with guests and be sensitive to their situations
- Maintain confidentiality at all times

Administration:

- Perform general office duties as required – mail, fax, filing, answering phone and email enquiries
- Ensure careful, complete record keeping including confidential medical information
- Report and document any malfunctions, damage, theft, or other issues to the Guest & Volunteer Manager and/or Executive Director

Participate in Continuous Quality Improvement (CQI) initiatives:

- Identifying areas for quality improvement, while implementing changes where appropriate
- Participate in regular staff and program development meetings
- Participate in regular meetings with the Executive Director

Qualifications:

- Areas of studies: Marketing, Communications, Public Relations, Recreation, Community Development, Fundraising or related field
- Proficiency in Microsoft Office and design software would be an asset
- Experience with social media tools including, but not limited to YouTube, Facebook, Instagram, Twitter and other online networking tools

- Full-time student in the previous academic year and returning to full-time studies in the next academic year
- Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

About the organization:

A Port in the Storm serves rural and northern adults who require medical treatment in Winnipeg. We provide a safe, supportive, and affordable home-like environment for these individuals and their families. For more information, please visit aportinthestorm.ca

Please send your cover letter and resume to:

Stacey Grocholski, Executive Director
stacey.grocholski@aportinthestorm.ca

Closing Date: June 11, 2018