



Job posting Communications co-ordinator

Helping to give all kids the best chance to live a long and healthy life — that's what we do at the Stollery Children's Hospital Foundation. Is that what you want to do, too?

The position

We are hiring two communications co-ordinators. Reporting to the vice-president, marketing & communications (M&C), the communications co-ordinator is responsible for developing, implementing and evaluating timely, measurable communications strategies and tactics to promote Foundation fundraising activities and support advocacy projects. This role focuses on supporting annual communications strategies by working collaboratively with M&C and other teams to promote the Foundation's mission through consistent messaging and compelling storytelling.

Everything we do is for Stollery kids and their families. As a member of our team, you'll work in a trust-based, collaborative culture, with solution-focused team members who encourage ideas, take initiative, embrace change and celebrate successes.

The Stollery Children's Hospital Foundation is strongly committed to an inclusive, respectful and equitable workplace that represents the communities we serve. We value applicants with a diverse range of skills, experiences and competencies, and especially welcome applications from racialized persons/persons of colour, Indigenous Peoples, persons living with disabilities, LGBTQ+ persons and others who may contribute to the further diversification of ideas.

Key responsibilities

Writing and editing:

- Develop timely, accurate print and digital materials that align with Foundation brand standards to promote the brand and various fundraising activities and campaigns
- Research and conduct interviews with key stakeholder groups to create compelling stories related to Hospital and other funding priorities, donor impact, and urgent needs and patient outcomes that demonstrate how the Foundation is helping to advance children's health
- Write and develop communications and/or tactical plans for approved projects to identify expectations, requirements and measurable objectives
- Make sure all communications activities and creative materials support annual business planning goals and the Foundation's vision, mission and values
- Responsibly handle confidential information related to the Foundation and its donors, patient families, employees, Hospital partners, board of trustees, volunteers and other stakeholder groups

Project management

- Work closely with communications advisors and serve as the M&C lead and/or co-lead on designated projects to provide project management and tactical support for annual fundraising initiatives
- Manage, co-ordinate and support approved projects to deliver timely, accurate service and desired outcomes



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- Recommend tools and tactics to support communications rationale and achieve efficient and effective outcomes
- Collaborate with other teams and recommend best channels to reach and target primary audiences
- Co-ordinate with graphic designer and external vendors on print production of marketing and events materials to ensure timeliness and quality

Other

- Contribute to other marketing and communications functions such as media relations, social media and digital marketing support as required
- Foster collaboration across the organization to support a culture of innovation and teamwork
- Develop and nurture key relationships with external stakeholder groups including Hospital partners, vendors and media partners
- Serve as a Foundation representative on various internal and external committees
- Attend Foundation events and provide additional support as required
- Actively promote, participate in and be an ambassador for the Foundation's many fundraising activities, campaigns and initiatives

As our ideal candidate, you're someone who is:

- Educated, ideally with a bachelor's degree or diploma in public relations or a related field, or a combination of equivalent skills and experience
- Experienced with a minimum of two (2) years in marketing and communications
- An excellent communicator, able to demonstrate strong written and verbal communication skills, compelling presentation skills and with strong interpersonal skills
- A creative and innovative thinker
- Able to demonstrate strong proofreading and editing skills with a focus on accuracy and a keen eye for detail
- Knowledgeable of communications, web and digital media best practices
- Knowledgeable of design, print and web production processes
- Able to write clearly and concisely using CP style
- Able to thrive in a dynamic, deadline-driven environment, carrying multiple projects at once
- Able to demonstrate excellent computer skills, with proficiency in the Microsoft Office suite of products
- Knowledgeable of graphic design and possessing basic design skills. Experience with Adobe Creative Suite would be considered an asset
- Experienced in use of multiple social media platforms
- Highly disciplined with the ability to manage multiple priorities and deliver on a variety of commitments and deadlines
- Able to demonstrate strong planning, organizational and problem-solving skills, and translate plans into action
- Able to work with internal and external stakeholders, a wide variety of personalities and situations with discretion
- Approachable, open, self-motivated, accountable, flexible, tactful, politically sensitive and professional



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- Positive with a solution-focused attitude, who takes initiative and who can work both independently and as part of a team
- Passionate about children's health and building grassroots movements
- Able to work flexible hours, evenings and weekends, and travel as required

Additional information

- Our successful applicant will be required to undergo a background and credit check
- Our successful applicant will be required to maintain a valid class 5 driver's license and have access to a properly insured vehicle

If this position describes you and you're motivated to make a difference in the lives of children, we invite you to submit your cover letter and resumé. This position will remain open until January 17, 2023 or until we find a qualified candidate who's a great addition to our vibrant culture.

To apply, please email: jobs@stollerykids.com

**** Enter "Communications co-ordinator" in the subject line.**