

**COMMUNITY INITIATIVES FUND
POSITION DESCRIPTION**



POSITION TITLE: Communications Coordinator

REPORTS TO: Executive Director

The Community Initiatives Fund (CIF) Communications Coordinator is responsible for coordinating the communications, knowledge dissemination and administration functions for the CIF. As a member of a small but dynamic staff team, the Coordinator will work closely with the Executive Director, Program Manager and Grants Administrator to coordinate delivery of CIF's communications strategy, assist with projects, and provide administrative support to staff and Board. The CIF also serves as the host partner for the Saskatchewan Nonprofit Partnership (SNP) and SaskWellbeing (SW), with the Communications Coordinator playing a critical role in supporting these initiatives.

Position Responsibilities

Communications (60%)

- Develop, implement and evaluate integrated communications strategies for CIF, SNP and SW, ensuring alignment with their respective missions, visions, and strategic plans, while adhering to branding and visual identity guidelines;
- Manage the three websites including content, design and evaluation to ensure they are current and provide a positive and relevant visitor experience.
- Develop, design and write promotional materials, media releases, annual report, ads, etc., including coordination with external vendors as required;
- Manage social media accounts and design and coordinate distribution of social media postings, e-updates, deadline reminders, etc. for CIF, SNP and SW;
- Monitor and evaluate key metrics for assessing communications and provide reports including recommendations for improvement. Assess and integrate new tools, strategies and best practices where relevant;
- Manage electronic mailing lists, adhering to Canada's Anti-Spam Legislation;
- Coordinate the collection of stories and photos including obtaining required permissions;
- Support grant recipients with their CIF recognition efforts;
- Coordinate the purchase and design of promotional items as required and attend trade shows and other promotional events where relevant;
- Monitor CIF and SNP email accounts and coordinate responses as required.

Knowledge Development and Project Coordination (20%)

- Assist with writing, design and dissemination of program guidelines, reports, capacity building resources, etc.;
- Assist in the design, coordination, delivery, and documentation of program evaluations, surveys, research projects, webinars and events;
- Identify research, resources and events relevant for sharing with CIF, SNP and SW audiences;
- Assist the Executive Director and Program Manager with information gathering, preparation of reports and presentations, updating of policy and other documents, etc.;
- Serve as the Regional Partner for VolunteerConnector on behalf of CIF and SNP to promote awareness across Saskatchewan and attend national meetings;
- Participate in the coordination and delivery of presentations, webinars and events as required.

Administration (20%)

- Coordination of CIF Board and committee meetings including scheduling, preparation and dissemination of materials, attendance and minute taking, booking meeting venues and other logistics as required;
- Contribute to the development and implementation of annual strategic and operations plans;
- Manage accounts and memberships for CIF, SNP and SW, ensuring timely renewals as required;
- Liaise with CIF's managed desktop provider as required;
- Assist with recognition of CIF Board and committee volunteers;
- Oversee CIF's corporate office including processing payables, mail, filing, responding to general inquiries and requests for information, maintaining equipment and supplies, etc.;

The Person

Qualifications

- Demonstrated excellence with technology (hardware and software), fluent in Microsoft Office, website platforms (WordPress and Weebly), Zoom, SurveyMonkey, etc.;
- Experience developing and managing website, electronic communications, and social media networks including Facebook, X, MailChimp;
- Experience working with web analytics and reporting tools (Google Analytics, Facebook Insights, etc.);
- Experience drafting reports and infographics with effective visualizations, utilizing design programs (Canva) to effectively communicate data and information;
- Knowledge of and experience with research and evaluation methodologies;
- Post-secondary education and/or experience in a related field;
- Demonstrated ability to develop and maintain positive stakeholder relationships with a broad range of audiences;

- Excellent written, verbal and interpersonal skills;
- Experience coordinating meetings and events;
- Knowledge of community-based organizations and the nonprofit sector;
- Experience supporting volunteers and Boards of Directors;
- Ability to work independently and as part of a team;

Attributes

- Creative, innovative, flexible, adaptable;
- Clear and engaging communicator;
- Thorough, competent, organized.
- Self-motivated, reliable, responsible.

Employment Details

Hours of Work

- This is a full-time position based on 37.5 hours per week.
- Flexibility in work hours and evening or weekend availability may occasionally be required at different times of the year.

Work Location

- The CIF office is located in downtown Regina, SK.
- Staff are currently working 3 days per week in the office and 2 days per week remotely, subject to work requirements and allowing for individual flexibility.
- Availability to travel is required occasionally.

Benefits

- An extended health and dental benefits plan, employee and family assistance plan, and a flexible Health Spending Account;
- Participation in an employer matched (up to 5%) pension or RSP plan is optional following completion of three months employment.
- Three weeks annual vacation.
- Participation in relevant professional development opportunities.

Probation Period

- Six months.

Salary Range

- \$47,903 - \$65,870 annually