



Communications Specialist

About Us: Closer to Home Community Services (CTH) is a Calgary and Airdrie based not-for-profit agency that delivers a variety of services designed to meet the needs of vulnerable children and their families. Be a part of an innovative team that envisions:

- A future where every child will belong to a family and feel valued and secure
- All families can care for their children and contribute meaningfully in their community
- A broad array of strength-based and family-centered services that teach, coach and support families to create new possibilities and achieve better futures together

About the Position: In this Full-Time position, the Communications Specialist will lead and manage internal and external communications activities for Closer to Home (CTH). This includes the development and implementation of communications strategies that advance the mission and priorities of CTH, its current programs, community presence, and operational needs, as well as supporting the communication needs of ongoing and capital campaign fundraising efforts. The Communications Specialist will be the primary person accountable for the execution of the CTH communications strategy and work plan. Activities will include oversight and/or execution of: the production of graphic design and marketing materials; internal and external communications (including but not limited to written articles/blogs, website content, program guides, newsletters); and, donor communications and materials including proposals, donor events, and stewardship reports.

About You: You are a self-motivated individual with the ability to maintain a high degree of professionalism and confidentiality. You are able to work independently and are highly organized, allowing you to effectively manage multiple priorities at one time. You are also extremely adaptable and can adjust to changing priorities as needed. In addition, you have exceptional written and verbal communication skills and are comfortable interacting with people from a variety of backgrounds as well as with people at all levels of the organization. You are culturally competent and able to conduct yourself in a manner which is respectful and encouraging of the cultural/spiritual beliefs and practices of others.

Bachelor's Degree in Communications, Journalism, Public Relations or related area and a minimum of (3) years' experience in the communications industry are required. Experience working within a non-profit setting would be considered an asset. The successful candidate must demonstrate exceptional abilities in using Microsoft Office, social media platforms and dashboards, content management systems, digital communications software, analytics and reporting tools. Advanced writing and editing skills, as well as experience writing and editing in compliance with Canadian Press Style Standards considered an asset. In addition, a Police Information Check and an Intervention Record Check must be completed upon hire.

Required Competencies: All positions at Closer to Home Community Services require (5) competencies: Instills Trust, Consumer Focus, Communicates Effectively, Situational Adaptability and Ensures Accountability.

Interested applicants are asked to submit their Resume and Cover Letter including salary expectations using the following link:

<https://closetohome.bamboohr.com/jobs/>

Closing Date: May 11th, 2021

*We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.
For more information on our organization, please visit our website at www.closetohome.com.*