

Discovery House Family Violence Prevention Society

POSITION ANNOUNCEMENT



POSITION TITLE:	Communications Specialist
REPORTS TO:	Director of Community Relations
TERM OF EMPLOYMENT:	Permanent – Full Time
ANTICIPATED START DATE:	Immediately
SALARY RANGE:	\$56,588 - \$69,000
LOCATION:	Calgary, Alberta

Discovery House is a trusted, dynamic Calgary organization devoted to the safety and well-being of women with children leaving domestic violence. We offer stability, hope and opportunity through long-term residential and individualized community support which result in healthier families and stronger communities.

POSITION OVERVIEW:

Discovery House is looking for an accomplished senior marketing and communications strategist with a strong grounding in non-profit organizations and fund development marketing and communications. Are you resourceful, creative and strategic? Are you passionate about your profession and about ending the cycle of domestic violence? If this sounds like you, we would love to hear from you!

This is a senior role with broad scope that would appeal to an experienced generalist. You will be responsible for leading strategic communications efforts, including marketing, branding, communications planning and execution for internal and external audiences, donor communications, media relations, developing content, research, analytics and reporting. Additionally, this individual will supervise the work of external contractors, such as designers and printers, and act as communications counsel for the leadership team. Collaboration on the planning and execution of fund development initiatives to increase brand awareness and build relationships with donors is a key focus of this role.

To be successful in this role, you will demonstrate confidence and depth in both strategic planning and tactical delivery of communications materials. You'll work to build strong, trusting relationships internally and externally and you will demonstrate leadership by being an active participant on the team, applying solutions-focused, outcomes-focused approaches to the communications practice.

QUALIFICATIONS AND SKILLS REQUIRED:

The ideal candidate will have an undergraduate degree marketing, public relations or communications with at least 5 years' experience leading, developing and executing marketing or communications plans. Experience in the non-profit sector is required, preferably in a leadership or project management role.

Media relations, writing and editing, and experience with fund development communications are must-haves for this role. Sound judgment, problem solving skills, diplomacy, an eye for detail and commitment to meeting deadlines are important personal attributes for the Communications Specialist. Additionally, general understanding of domestic violence as a critical issue in our society would be an asset.

Computer literacy and proficiency in web design and maintenance, social media tools, and communication platforms is necessary. Familiarity with CRMs, CMS, advanced Microsoft Office, design software, and SEO best practices would be an asset.

This role currently works from home due to COVID-19 protocols, but normal working hours are Monday to Friday, 8am – 4pm, in the office.

TO APPLY:

Please send your resume and cover letter to careers@discoveryhouse.ca stating the job title in the subject line. We thank all applicants, however, only those selected for an interview will be contacted.

We offer competitive salary, full benefits and a great environment to work in.

Discovery House is a committed equal opportunity employer. We acknowledge that we are situated on the Traditional Territory of the Blackfoot Confederacy: Siksika, the North and South Piikuni Nations, and the Kainai Tribe, including other members of Treaty Seven First Nations the Tsuut'ina Nation, and the three Bands of the Stone Nakoda Nations; Chiniki, Wesley, and Bearspaw. The City of Calgary is also home to Métis Nation of Alberta, Region III, and all those who have made their home in this area.