

Communications Coordinator

Job Title:	Communications Coordinator
Reports To:	Communications & Donor Services Manager
Location:	300 Milroy Dr., Peterborough, Ontario
Salary:	\$18-\$20/Hour
Status:	Full Time

“Build” Your Future With Us

Are you a detail-oriented self-starter? Are you a communications or marketing professional that wants to help empower through affordable housing? This might be the job for you.

Habitat for Humanity Peterborough & Kawartha Region (Habitat PKR) is seeking a high-performing and mission-driven individual to join our small and growing team. Working closely with the Communications & Donor Services Manager, the Communications Coordinator will take a lead role in planning, creating, and executing a variety of communications, marketing, and stewardship efforts, with a goal to optimize external and internal partnerships to transform more lives through affordable housing.

This is a fantastic opportunity to be part of a great cause. No two days are the same, so if you are looking for a fast-paced role with the opportunity for high impact, then Habitat is the place for you!

Main Responsibilities

- Curate engaging content for social media platforms, e-newsletters, and Habitat PKR's website
- Manage day-to-day communications, determining content to be created and ensuring it is delivered with timeliness and quality
- Create multimedia content, photos, videos, infographics, etc. to increase engagement
- Ensure branding and messaging is consistent with Habitat PKR's values and mission
- Maintain accurate tracking and electronic records, producing accurate and timely reporting
- Coordinate information tracking, administer surveys and interviews with constituents
- As required, provide support to the Communications & Donor Services Manager
- Assist with promoting workshops and organizing homeownership events
- Special projects as assigned, including general admin tasks and vacation coverage

Communications Coordinator

Qualifications

- Strong work ethic, a cheerful outlook, and a good sense of humour
- Relevant education or professional designation in communications, public relations, or marketing
- Minimum of two years relevant work experience, preferably in a non-profit
- Superior organization and meticulous attention to detail, with the ability to manage and make progress on multiple projects simultaneously. Ability to work on tight deadlines
- Excellent written and oral communication skills, with proficiency in design and plain language writing
- Strong skills in writing and editing, including experience managing social media accounts, newsletters, and website content
- Ability to create dynamic, high quality, creative copy, and correspondence
- Superior computer skills, including Microsoft Office Suite, design, and Canva
- Capable of working under pressure and able to confidently manage and adapt to change, delays, or the unexpected. Ability to maintain confidentiality
- Willingness to maintain the flexible work schedule necessary to fulfill the responsibilities of this position, including evenings and weekends as needed
- Ability to be self-directed, along with the ability to work independently and collaboratively
- Valid driver's license and ability to travel as needed
- Fully vaccinated with an acceptable criminal record check
- Experience with accessibility considered an asset
- Support and endorse the Habitat PKR mission

To Apply

Please send your resume and cover letter to hr@habitatpkr.ca with the position title and location in the subject line. In your cover letter, please include why you would like to work for Habitat PKR.

We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.