



**Job Title:** Communications Coordinator  
**Location:** 300 Milroy Drive, Peterborough, ON  
**Reports to:** Communications & Donor Services Manager  
**Salary:** \$18-20/hour  
**Status:** Full-time

## Overview

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 transform more lives through affordable housing.

This individual will work closely with the Communications & Donor Services Manager to oversee and manage the organization's social media channels, create multimedia content (videos, photos, infographics, etc.), curate engaging content for e-newsletters and the website, and ensure branding and messaging is consistent with Habitat's values and mission.

Habitat for Humanity Peterborough & Kawartha Region's mission is to bring communities together to help families build strength, stability, and self-reliance through affordable homeownership. Through shelter, we empower.

This is a fantastic opportunity to be part of a great cause. If you are a creative and detail-oriented self-starter that is looking for a role with high impact, then Habitat PKR is the place for you!

## Job Responsibilities

- Curate engaging content for social media platforms, e-newsletters, and the 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
- As required, provide support to the Communications & Donor Services Manager, and to ReStore team members on social media usage and optimization
- Assist with promoting and organizing workshops/events
- Coordinate information tracking, administer surveys and interviews with constituents
- Special projects as assigned, including general admin tasks and vacation coverage
- Be an ambassador for Habitat for Humanity Peterborough & Kawartha Region

## Qualifications

- A cheerful outlook, strong work ethic, and a good sense of humour
- Excellent written and oral communication skills, with proficiency in editing, design, and plain language writing
- Superior computer skills, including Microsoft Office Suite, design, video editing, and Canva
- Ability to create dynamic, high quality, creative copy, and correspondence, including experience managing social media accounts, website content, and newsletters
- At least 2 years of relatable experience and/or a degree in an appropriate discipline
- Self-motivated and able to work independently and collaboratively
- Well organized with meticulous attention to detail, with the ability to manage and make progress on multiple projects simultaneously
- Ability to periodically work evenings or weekends for meetings or presentations
- Capable of confidently managing and adapting to change or the unexpected
- Possess tact, diplomacy, emotional intelligence, and flexibility
- Fully vaccinated
- Acceptable criminal record check
- Experience with accessibility considered an asset
- Support and endorse the Habitat PKR mission

## Apply Today

If you feel you're a good fit for our awesome team, please send along your cover letter and resume to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) stating the position title in the subject line. Please include why you would like to work for Habitat for Humanity Peterborough & Kawartha Region.

**We thank all applicants for their interest, however, only those selected for an interview will be contacted.**