

Communications & Policies Coordinator

Job ID.
2.08

Dept. ID.
2.00

Dept.
Administration

Reports to
Executive Director

Job Classification
Regular Part Time

POSITION SUMMARY

Reporting to the Executive Director, the Communications & Policies Coordinator develops, facilitates, and supports organizational communications including grant applications.

The incumbent will also provide support to the senior management team in developing and maintaining organizational policies, procedures, and document control.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this position shall include but not be limited to the following:

COMMUNICATIONS & MARKETING

- Lead development of internal and external communications plans and materials
- Develop and manage foundation newsletter to support organizational objectives
- Supports the development of MHF publications and strategic documents including the Annual Report, the Business Plan, resident satisfaction surveys, and others
- Supports the development and compilation of documents including performance evaluation templates and 360 reviews, employee satisfaction surveys, and others
- Supports standard documentation methods and tools for employees to efficiently produce high-quality documents (template and standardized forms)
- Create content for the foundation's website, social media and marketing needs
- Manage and maintain corporate website, social media accounts, internal staff website with participation from other employees
- Implement communications plans to support special events and fundraising activities
- Develop content and assist with development of strategies for digital communications including, but not limited to, website and social media
- Participates in local community events, trade shows and conferences

ORGANIZATION POLICIES & PROCEDURES

- Consults and coordinates with subject matter experts to research and develop policies and procedures
- Communicates policies to employees and answers policy related questions
- Ensures policies are consistent with Foundation objectives, goals and policies and maintains updated references of related policies and procedures
- Provides research and recommendations on policies as requested
- Maintains extensive knowledge of applicable legislation and regulations pertaining to MHF operations

- Acts as the Meridian Housing Foundation FOIP Coordinator including implementing policies and guidelines, training employees on FOIP issues, managing FOIP requests, and ensuring privacy protection measures are implemented and carried out on an ongoing basis.

GRANT WRITING

- Supports the development and maintenance of donor database
- Ensures donor recognition program is followed
- Researches and identifies suitable grant opportunities for MHF
- Consults with the Executive Director and appropriate staff to prepare and submit timely grant applications and letters of Intent/Interest to funders
- Prepares timely grant reconciliations for funding consistent with funder expectations
- Completes interim and final reports as may be required by funders

OTHER DUTIES

- Establishes effective working relationships with staff, board members, committee members, stakeholders, donors and other parties as required
- Works favourably with the sometimes, political relations MHF has with multiple levels of government and diverse partners
- Participates in various internal committees, meetings and initiatives
- Maintains professional appearance, attitude and confidentiality at all times
- Performs other relevant duties as assigned

SAFETY RESPONSIBILITIES

- Promotes health and safety programs among staff throughout all facilities and operations
- Keeps self and others healthy and safe according to the AB Occupational Health & Safety Act, Regulation and Code
- Supports the Workplace Health and Safety Management System
- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules and legislation
- Proactively completes all required safety related training

DRESS CODE

- Business casual attire

ABILITIES, SKILLS AND EXPERIENCE

- Exceptional written and verbal communication skills
- Extensive computer skills with MS Office 365 (including Outlook, Word, Excel, PowerPoint), Internet/email skills

- A people and detail-oriented person who also possess superior organization and time-management skills and leadership potential
- Approachable and friendly demeanor and present in a professional and respectful manner, including the ability to build strong relationships with donors and stakeholders
- Experience with database management
- Demonstrated experience with strong persuasive writing skills focused on complex grant applications
- Ability to compile and use data to tell the organization's story
- Proficient in graphic design and photography
- Knowledge of employment laws, regulations, policies and procedures
- Desire to work with seniors

QUALIFICATIONS

- Post-secondary certificate, diploma or degree in a related field preferred (eg communications, marketing, event management). A combination of education and experience will be considered.
- Writing for social media, website, email marketing (2+ years)
- Non-profit experience preferred
- Valid Driver's license and a Driver's Abstract in good standing
- A clear Police Information check
- Previous fundraising experience considered an asset