

Employment Opportunity

Shareholder Association for Research and Education (SHARE)

Applications close at 5pm, Thursday, October 15, 2015

Title: Communications Coordinator
Status: Full time, permanent
Reports to: Executive Director
Location: Toronto or Vancouver

SUMMARY

SHARE is seeking a Communications Coordinator to join our team. The ideal candidate will have relevant communications experience and be willing to work in a fast-paced social enterprise environment. The position requires a detail-oriented person with strong organizational skills who can work as part of a team, manage multiple priorities and perform tasks with minimal supervision. Strong written and oral communications skills as well as a positive attitude are critical. This position reports to the Executive Director.

RESPONSIBILITIES

Communications Strategy Implementation

- Assist with the creation and implementation of a communications strategy that will contribute to SHARE's role as a leader in Canada on responsible investment activities.

Content Creation

- Compile content and produce SHARE's monthly e-newsletter.
- Write and edit blog posts, articles, op-eds, communications materials and messages for print, television, radio, and social media channels in cooperation with other staff.
- Ensure website content is relevant, accurate and up-to-date.
- Oversee design and layout of publications, communications and marketing materials online and in print.

Media relations

- Place stories in print, radio, television and online media outlets.
- Develop and maintain relations with relevant journalists and editors.

Social Media

- Manage SHARE's Twitter, Facebook and LinkedIn accounts.
- Increase the organization's presence through blogs, Twitter, Facebook and other strategically relevant online platforms.
- Collaborate with other team members to manage SHARE's online reputation, identify key players and coordinate action.

Client Relations and Business Development Support

- Support relevant SHARE staff in building the organization's external profile with trustees, investment decision-makers and key responsible investment stakeholders.

Event Coordination

- Coordinate event logistics for courses, conferences and special events in close cooperation with other staff.
- Source and liaise with event suppliers including hotels, caterers, volunteers and others.
- Manage registration process.
- Communicate with event partners, speakers and participants.
- Help create and carry out marketing campaigns for SHARE events and courses.

Analytics

- Monitor the effectiveness of SHARE's website and social media activities using analytic software.
- Prepare quarterly reports on communications activity for SHARE Board of Directors.

Communications Infrastructure

- Assist in keeping SHARE's contact management database up-to-date.

SKILLS & QUALIFICATIONS

- University degree or college diploma in marketing, communications, journalism, special events or a related discipline, or a combination of related education and work experience
- Two years' experience in a similar position
- Highly organized, accurate, attentive to detail, with excellent time management skills
- Positive, flexible and responsive attitude, professional image and team-oriented style
- Strong writing skills
- Proven computer skills in Microsoft Office, web-based applications and contact relationship management (CRM) databases

- Experience with Word Press content management system
- Experience in basic publication layout and design, including proficiency in Adobe Professional and InDesign, and editing and updating websites an asset
- Previous event coordination experience an asset
- French language proficiency an asset

The position offers a competitive salary with vacation allowance and a 5% RRSP contribution. Employment in either Vancouver or Toronto is an option. This position is covered by a collective agreement. Please submit a cover letter and resume to jobs@share.ca by 5pm PST on October 15, 2015.