

## JOB POSTING

Title: Strategic Communicaitons & Development Officer Hours of Work: 3 Days Per Week Part-time Salary: \$30 -\$34 per hour. Probationary period: 4 Months
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### **Society Profile:**

Seniors Services Society is a non-profit agency located in New Westminster, BC which provides support services for seniors in New Westminster to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

### **Purpose:**

Within the vision and mission statements of the Society, reporting to the CEO, we are seeking a confident, skilled, and self-directed Strategic Communications & Cummunications Officer.

Responsibilities include but not limited to providing outstanding customer service and organizing memorable events that meet quality expectations.

### **Key Responsibilities:**

#### Fundraising:

- Prospect Research
- Grant Writing, Applications and Reporting
- Event sponsorship solicitation
- Provide strategic marketing advice for campaigns/events.

#### Strategic Communications:

- Develop annual communication plan based on strategic priorities.
- Advertisement planning and tracking of budget expenses.
- Development of annual calendar content for social media, The Beat, Fridays with Seniors, and working in collaboration with the team managers and/or staff.
- Develop proactive media relations opportunities provincial wide.
- Written storytelling for use in blog, web, annual report, social media, media and grant applications.
- Website content strategy planning and Google analytics reporting.
- Quarterly newsletter production.
- Annual report writing.
- Reporting on major campaigns including monthly reporting on community activities.

#### Personal Attributes:

- Creative, out-of-the-box thinking.
- Meticulous attention to detail.
- Flexible and adaptable.

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### Relationship Building:

- Sales skills and ability to build productive business relationships.
- Willingness to submit references from previous clients.
- Establishing relationships with event venues and vendors.

### Project Management:

- Ability to manage multiple projects independently.
- Experience in project management with a track record of successful events.
- Excellent organizational skills with the ability to multitask under pressure.
- Ability to lead a team and delegate tasks effectively.

### **Qualifications:**

- Certificate and experience in public relations, communications, or related field.
- Proven campaign/event planning experience.
- Excellent time management and communication skills.
- Effective communication and interpersonal skills with expert time management skills.
- Advanced computer skills with Microsoft Office (Word, Excel, Access, PowerPoint, Publisher, Outlook).
- Superior organizational skills with the ability to multi-task, prioritize workloads, and meet deadlines.
- Must be able to work both independently and as a member of a team.
- Criminal Record Check with clearance for vulnerable sector.

### **Job Details:**

This is a part-time position – 22.5 hours per week, Monday to Friday, 8:30am - 4:00pm.

### **Compensation:**

Salary will depend on the applicant's qualifications, experiences, and skillset.

- Range of pay: \$32 - \$34 per hour based on experience and skillsets.
- Paid time off between Christmas and New Year, Day off on birthdays, contribution towards training/wellness.

### **How to Apply:**

Please submit your resume and cover letter via e-mail or fax only. **NO PHONE CALL PLEASE.**

**We thank all applicants; however, only qualified candidates will be contacted.**

**POSITION OPEN UNTIL FILLED.**

### **Contact:**

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