

INTERNAL/EXTERNAL JOB POSTING

Coordinator, Public Relations

ISANS is seeking a full-time **Coordinator, Public Relations** to expand the reach of ISANS external communications by working with partners, media, social media and ISANS website. Reporting to the Manager, Communications, the position is responsible for:

- Expand ISANS' external communications reach by building connections with partners for communications through their channels
- Oversee media requests, maintain media log and key message matrix
- Assist in coordination of media interviews – book interpreters, rooms, equipment etc.
- Write media releases and alerts
- Oversee ISANS media contact monitoring software
- Build relationships with media contacts
- Work with program teams to identify stories, pitch these stories to media contacts
- Develop content for, schedule, manage and monitor social media campaigns
- Create content for ISANS website to support program promotion
- Oversee the maintenance of ISANS email marketing program, including managing the email distribution list, the sending and monitoring of email campaigns
- Support staff to promote workshops & events via flyers, website and social media
- Support ISANS visual identity and templates
- Assist in event preparation
- Maintain inventory of existing communications materials
- Other communication duties as required

The ideal candidate for this position will have the following:

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong interpersonal skills
- Strong networking abilities
- Strong time management and organization skills
- Excellent attention to detail, organizational skills and time management
- Adaptable to new technology

Knowledge

- Proficient with MS Office applications
- Experience working with Adobe Creative Suite
- Experience managing social media campaigns
- Knowledge and experience working with Wordpress an asset
- Additional languages an asset
- Experience supporting Equity, Inclusion and Diversity through social media and external communications of an organization

Experience:

- 2 years' experience in a similar position
- Experience working in a cross-cultural environment

Education:

- Public relations certificate/diploma/degree
- Equivalent combination of education and experience will be accepted

Terms of Employment

- Fixed-Term contract to March 31, 2022, renewable pending funding confirmation.

- Full-time 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Friday August 6, 2021, 4.00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**