



Marketing and Communications Contract

Scope

Reporting directly to the Executive Director and working closely with the Fundraising Coordinator, this position is responsible for executing the communications strategy on all media platforms including the communications calendar, content creation, public relations, public education and advocacy efforts, social media management; in addition to supporting Nelson House's fundraising objectives including the Annual Gala, Events, Corporate Sponsorship and the Annual Campaign.

Requirements

- Community outreach and communications, social media and website management, publications such as our quarterly newsletter
- Exceptional writing skills including report and proposal writing, innovative presentation skills, and development of public relations and promotional materials
- Oversight of website, social media and digital platforms, ensuring up-to-date/accurate information and effective use of such for fund development initiatives (communications calendar)
- Experience analysing metrics and developing strategies according to a communications plan
 - A working knowledge of software programs including Microsoft Word, Publisher, PowerPoint and Excel, Mail Chimp, Wix, and Keela and/or equivalent experience working with similar software programs
- Experience in databases or fundraising software and graphic design (Canva) is considered an asset
- Demonstrated experience with media relations and networking in the VAW (Violence Against Women) and political sectors
 - Excellent organizational, written, and verbal communication skills
- Strong knowledge of and commitment to women's issues and the dynamics of violence against women and children utilizing a feminist, anti-racist, anti-oppressive framework



Details

-Fully vaccinated for Covid-19.

- Candidates must reside within the National Capital Region.

-Although this position is remote, occasional attendance at committee/board meetings may be required.

- This position is part-time ten (10) to fifteen (15) hours weekly.

Compensation is commensurate with experience and portfolio.

Applicants are invited to submit proposals.

How To Apply

Applications will be reviewed on an ongoing basis and interviews will be conducted as applications are received. Please send your resume, including cover letter, in confidence to:

Christy Savage

Executive Director

Nelson House of Ottawa-Carleton

Executive.Director@nelsonhouse.on.ca

We are committed to diversity and inclusion and in keeping with this principle, we encourage indigenous women, immigrant women, women of colour, women with disabilities, lesbians and trans* people to apply.

*Trans persons are all people who identify as trans, non-binary, gender fluid, and gender non-conforming.