



## Southeast Child & Family Services COMMUNICATIONS COORDINATOR

Southeast Child and Family Services seeks a dynamic and creative individual to lead the communication efforts for the Agency's prevention and community programs, services, events, and activities to ensure children and families have greater access to culturally appropriate prevention, intervention and supportive programs and services.

The Communications Coordinator reports to the Agency's Senior Management Team and will be responsible to:

- Research and prepare written narratives for the Agency's programs and services and updates the Agency's new website on a regular basis.
- Promote the Agency's programming, services, events, and activities to the Agency's clients and community members.
- Keep the Agency's staff current on programming, events, services, practices, policies, staff changes, and upcoming events and initiatives.
- Travel to the communities and communicate with community staff and resources to promote their community's events to increase participation and partnerships.

### Qualifications:

- Completed post-secondary education from an accredited program in Communications or Public Relations and/or experience in this field
- Exceptional written, grammatical, and oral communication skills
- Excellent planning, organizational, interpersonal and liaison skills
- Strong attention to detail and ability to work with a high-level of accuracy
- Strong analytical and problem-solving skills
- Flexibility to adapt to changing work conditions and travel to our communities
- A valid driver's license and a reliable vehicle
- Proficiency with Microsoft Office, MS Publisher or other software to create pamphlets, posters and other internal documents.

### Application Process: (Posting: 2021-63)

Please forward your résumé, cover letter, and three (3) references to [hr@secfs.ca](mailto:hr@secfs.ca). For further details regarding this position, please contact John Lemire, HR Consultant, at [john.lemire@secfs.ca](mailto:john.lemire@secfs.ca).

*Preference will be given to Southeast members and Indigenous (First Nations, Métis or Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants; however, only those candidates selected for an interview will be contacted.*

**Effective October 31, 2021, mandatory vaccination for COVID-19 is required for employment with SECFS**

**We offer exceptional salaries, life insurance, pension, health/vision/dental, leave benefits**