



POSTING NUMBER: 2018-042

POSITION: Full Time Communications and Grant Writing Coordinator
Group Benefits & RRSP's

POSTING DATE: July 5th, 2018

CLOSING DATE: Send your resume and covering letter, quoting posting number **2018-042** to hrrecruitment@shepherdsofgoodhope.com by July 19th, 2018. **Please indicate salary expectations in your Cover Letter**

RESPONSIBILITIES

Dual reporting to the Manager of Marketing and Communication and the Manager of Philanthropic Relationships, the Communications and Grant Writing Coordinator will be a highly valuable asset within the organization as part of a small but mighty Communications and Foundation team. You love to tell stories about all the incredible work being done at Shepherds of Good Hope and the amazing people who use our services. You are attentive to detail and can be relied on to deliver awesome communication/marketing products, as well as craft persuasive grant applications.

- Create engaging content for social media (Facebook, Twitter, Instagram, LinkedIn, etc.)
- Assist with producing ad copy, creative, and targeting (using Facebook Custom Audiences) for Paid Social
- Connect with media to share Shepherds of Good Hope stories and garner media interest in organization.
- Report, analyze performance, and develop action plans for social media content
- Develop, , brainstorm and contribute to overall communications and marketing strategy and objectives;
- Research, write and share emotionally appealing fundraising stories to help spread the word and raise funds to support Ottawa's homeless by spearheading and writing various grants
- Support internal teams with their communications needs for their projects and campaigns;
- Support teams and executives with creating presentations and developing written materials;
- Ensure consistency in messaging across various internal and external audiences;
- Produce internal communications tools, such as articles, weekly newsletters, daily media reviews;
- Help maintain company website and profile, ensuring all content is up-to-date, accurate and follows brand guidelines and web best practices;
- Supporting the design of a variety of tools, including advertisements, posters, signage, infographics and much more.
- Create visual content (graphics, infographics, covers, etc.)

- Work effectively with colleagues across the organization to extract and communicate key messages and strategic positioning from research in order to promote the impact of the findings.
- Position and write supporting materials such as media releases, social media content, scripts, media talking points, commentaries, presentations and web content that support the organization's products and strategic alignment.
- Collaborate with internal/ external partners and stakeholders

REQUIRED QUALIFICATIONS

- Proven experience in Communications
- Fearless and creative use of social media platforms
- Self-starter with strong writing, speaking, and collaborative relationship skills
- Passionate about building relationships through technology
- Ability to work with a diverse population, including people facing multiple barriers
- Creative thinking and effective problem-solving
- Ability to write a variety of grants
- Attention to detail
- Exceptional interpersonal skills and positive attitude that facilitate collaboration with colleagues and external business relations

PREFERED QUALIFICATIONS

- Experience using Adobe Creative Suite (Photoshop, InDesign and Illustrator);
- Bilingualism
- Experienced content publisher in Word press
- Experience writing press releases
- Proven track record writing grants

Shepherds of Good Hope is committed to being responsive to the diverse needs of our clients, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process, so that we can make every effort to meet your needs.