POSITION: Manager of Communications  DEPARTMENT: Communications

ABOUT MOSAIC

MOSAIC is one of the largest settlement non-profit organizations in Canada. Each year, we empower thousands of immigrants and refugees to fully participate in Canadian society by providing settlement support, ESL classes, employment services, counselling and much more.

We are currently seeking a passionate and experienced communications professional to bring new ideas and opportunities forward and implement them. This individual will join us at a pivotal time: The unveiling of our 2020-2025 Strategic Plan.

POSITION FUNCTION:

Reporting to the Director of Communications, the Manager of Communications is a strategic partner who works with and supports other management and staff to achieve communications objectives. This collaborative and creative self-starter will also play a key role in the development and implementation of the organization’s strategic communications plan.

This growth position is responsible for providing communications expertise and guidance, and identifying opportunities to advance organization objectives, including enhanced engagement with key stakeholders through targeted communications. The Manager of Communications has supervisory oversight and is responsible for providing department leadership in the Director’s absence.

PRIMARY DUTIES:

- Work with the Director of Communications to develop and implement strategic organization-wide and program-specific communications plans
- Provide communications advice and support for fundraising initiatives
- Develop written materials, including key messages, marketing and web copy, editorials and corporate publications (e.g. annual reports)
- Develop and oversee a robust social media strategy, ensuring visibility of content across social media
- Create editorial calendars
- Conduct media relations including responding to media inquiries and leading regular, proactive, media relations efforts and drafting releases and fact sheets
- Work with staff and external service providers to produce print and digital collateral while ensuring quality control and brand consistency is maintained
- Exercise sound judgment on issues; manage competing tasks and priorities effectively and professionally while determining his/her own schedule to ensure deadlines are met
- Lead, mentor and develop a small team while creating a supportive, respectful, fun working environment; promote high standards of ethics and professionalism
MINIMUM QUALIFICATIONS:

- A relevant post-secondary degree (communications, public relations, journalism or related field)
- Five to seven years of related experience in a communications department, including experience with both social media and mainstream media
- Management experience including performance planning, mentoring and developing team members

SKILLS & QUALITIES:

- Advanced strategic communication planning skills
- Exceptional leadership skills with proven ability to exercise initiative
- Passion for storytelling and bringing personal journeys alive through words
- Good understanding of marketing and communications strategies including branding, market research, advertising and direct response, digital marketing, and graphic design
- Excellent relationship-building skills
- Exceptional research, writing, proofreading and editing skills for a variety of communication materials such as website content, editorials, briefing notes, backgrounders, press releases, etc.
- Excellent project management skills and proven ability to manage timelines, teams and relationships to deliver results on time and within budget
- Detail-oriented with an ability to work well under pressure and with minimal supervision
- Strong knowledge of current trends in digital/social media; experience developing and managing social media campaigns including providing recommendations for content, tools and strategies
- Critical thinker who can act quickly and adapt to changing demands and competing priorities
- Demonstrated poise and professionalism, tact and discretion

OTHER DESIRABLE SKILLS:

- Advanced level MS Office, proficiency in Adobe Creative Cloud
- Strong technical skills including social media web content management systems (e.g. Wordpress)

HOURS: 35 hrs per week

COMPENSATION: A competitive salary and benefits package will be provided.

HOW TO APPLY: Submit your resume and a detailed cover letter explaining your interest in MOSAIC and this position to Ninu Kang at communications@mosaicbc.org.

Please note: Applications without a cover letter will not be considered and only those selected for an interview will be contacted.

DEADLINE: January 24, 2020 at 5:00 pm

Posting Date: January 6, 2020

MOSAIC is committed to promoting equal employment opportunities for all members of the community