

Communications Specialist

The Communications Specialist will play a key role in raising the profile of the Sunshine Coast Hospice Society through the promotion and logistics support of regular and new programs and community engagement in fundraising and special events. We are looking for a self-motivated, detail-oriented and enthusiastic team member to work in collaboration with Hospice staff and volunteers.

This is a contract, full-time position, 16 weeks in duration. This is a hybrid position with some work completed remotely and some work completed with the position supervisor at our administration office in Davis Bay.

- START DATE:** May 1, 2024
- DURATION:** 16 weeks, Monday - Friday
- COMPENSATION:** Contract, full-time, 37.5 hours/week, \$20/hr
- LOCATION:** Hybrid with time at Hospice House (4602 Simpkins Road, Sechelt)
- DEADLINE:** Please apply a.s.a.p., position open until filled
- REQUIREMENTS:** This position is subsidized by the Government of Canada. To qualify for the posting, applicants must be between 15 and 30 years of age at the start of employment, and be eligible to work in Canada.

There are certain eligibility requirements for this position, please review the details below.

TASKS AND RESPONSIBILITIES

Key tasks and responsibilities for this position may entail:

- Design and implementation of social and traditional media marketing campaigns in support of programs, services and events including short articles for the newsletter and newspaper
- Promotion and communications related to community engagement
- Monitor, analyze and report on social media reach and engagement, and prepare recommendations for continuous improvement and new content creation
- Ensure promotional and marketing materials comply with the brand identity strategy and develop corporate material including signage, business cards, letterhead
- Maintain campaign and event budgets with the mentorship and supervision of staff
- Work with a team to organize details such as event agendas, name tags, securing audio-visual equipment, event decorations and catering, invitations or guests lists

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- Create and implement event timelines in collaboration with the team
- Assist with securing event venues and necessary permits and licenses, as well as helping secure and support key attendees (entertainers, photographers, speakers)
- Work with applications such as SquareSpace, Canva, Constant Contact, GSuite, Zoom, Facebook, Instagram or other applications to help create marketing content, maintain online calendar or administer online event registrations.

You are someone who:

- Is capable of thinking creatively and analytically
- Manages time efficiently and is well organized
- Is able to conduct independent research, interpret and apply your findings
- Works well with a variety of different individuals
- Possesses solid problem-solving skills

Please send your resume and cover letter in confidence to careers@coasthospice.com, with the subject line "summer internship." We will keep this position open until it is filled.

Thank you for taking the time to apply for this summer position. We are a small team, so we will only follow up with applicants who will be invited for interviews.