

Communications and Outreach Coordinator

Primary responsibilities

- Support the Executive Director and Programs Director in all activities related to the Networking and Partnership Initiative (NPI), Community Outreach and Representation
- Maintain website (calendar; documents; resources)
- Produce a quarterly newsletter
- Disseminate health information to partners
- Address inquiries from the community

Required

- Bachelor degree with 2 to 5 years experience in the field of community development, applied human sciences, social work or communications
- **Or** 5 to 10 years related work experience
- English and French fluency
- Strong writing skills

Other qualifying skills and abilities

- Knowledge of health and social services
- Experience in community development
- Experience in communications and administrative work
- Familiar with the non-profit sector

Employment details

- Full-time - 30 hours per week
- Hourly rate \$25
- Full medical and dental health insurance
- Contribution to RRSP Group Saving Plan
- Hybrid work 50% remote and 50% at the office

Please submit your CV and cover letter no later than February 16th 2023 to: programs@reisa.ca

www.reisa.ca