

JOB POSTING: COMMUNICATIONS SPECIALIST

The [Metcalf Foundation](#) is one of Canada's leading private foundations. Our mission is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society. Our work is focused in three areas:

- Leveraging opportunities for new approaches and shared learning in the performing arts
- Building a low-carbon, resource efficient, and resilient Canada
- Improving economic livelihoods for low-income people in Toronto

The Foundation has an opening for a **Communications Specialist**. This is a part-time position (three days a week).

The successful candidate will work closely with the Writer & Communications Lead and other Foundation team members to develop a variety of communications in keeping with the Foundation's high standards for content.

SCOPE OF WORK

- Produce the Foundation's quarterly newsletter
- Write and develop stories about the Foundation, its programs, and its grantees
- Write announcements, news posts, and support the design and development of digital content and communications
- Help develop and maintain a strategy and schedule for website updates
- Conduct ongoing reviews of the Foundation's website to ensure accurate, timely, and engaging content
- Plan, coordinate, and produce events including report launches, symposiums, workshops, forums, speaker events, and webinars
- Assist with the creation and production of the Foundation's biennial reports and specialty papers
- Help develop media plans and support media relations
- Identify online trends and help execute social media activities
- Track and compile metrics and audits of our website traffic, downloads, and campaigns
- Provide support for database updates and distribution lists
- Conduct other duties as needed

QUALIFICATIONS

The successful candidate will have:

- Minimum of three years' relevant experience
- Excellent writing, editing, and communication skills
- Ability to make complex ideas understandable and to use storytelling techniques appropriate to specific audiences
- Experience generating and maintaining website content and producing and publishing newsletters
- Proven ability to plan and execute events
- Experience with social media tools and analytics software
- Strong organizational and interpersonal skills
- Good attention to detail and ability to plan and take initiative
- Demonstrated ability to work under pressure and to meet deadlines
- Proficiency in Microsoft Office, WordPress, and MailChimp on a Mac

Post-secondary education and experience with the non-profit sector would be considered assets. Audio/visual experience, design skills, and familiarity with Adobe Premier, Adobe Connect, and Adobe Photoshop are also definite assets.

APPLICATION PROCESS

Please email a cover letter and resume outlining your interest, qualifications, and salary expectations, to: info@metcalffoundation.com. In the subject line, please use Communications Specialist Search.

APPLICATION DEADLINE

December 21, 2015