

JOB POSTING

Position:	Communications & Development Coordinator
Position Type:	Permanent
Duration:	37.5 Hours per week
Department:	Communications and Development
Closing Date:	September 13 th , 2019

PURPOSE:

To role model the mission - “DDRC promotes awareness and supports communities to include persons with developmental disabilities, thereby strengthening communities for all citizens.” The Communications & Development Coordinator works to facilitate inclusion of people with developmental disabilities within the community and creates and disseminates internal and external communication materials. This position will draft, edit and submit written material and oversee the development and maintenance of all online social media vehicles for the DDRC. This is a full time position. Some evening and/or weekend work will be required from time to time.

Leadership:

- Identify and build relationships with relevant community partners
- Ensure that the concerns of the people we support and their voices are heard in relevant community-driven initiatives and grow participation where possible
- Find new community opportunities to involve the DDRC
- Work collaboratively with a team
- Facilitate creative and critical thinking and problem solving skills
- Communicate confidently with staff, clients and other agency stakeholders
- Take direction and work efficiently with minimal supervision
- Represent the DDRC by maintaining a professional appearance and presentation

Key Responsibilities:

- Report on community development issues and initiatives
- Create and disseminate internal and external communication materials
- Draft, edit, and submit social media materials
- Oversee the development, management, and maintenance of all online Social media vehicles
- Plan, develop, and execute internal communications with employees consistent with organizational policies and procedures
- Articulate the organizational mission and vision statements
- Research and help to develop and implement new communications programs, including direct mail, social media, and other initiatives
- Build communications templates for various types of communication mediums
- Support all DDRC leaders with well-articulated written messaging and editing services

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- Inform and involve both the DDRC employees and clients in relevant issues
- Utilize organizational and information management skills while performing day-to-day responsibilities
- Apply discretion and commitment to confidentiality when handling confidential or sensitive information
- Conduct event planning, execution and follow up
- Other duties as assigned by the Manager, Communications

Professional Development and Training:

- Post-Secondary degree or diploma in communications, marketing or public relations.
- 2 years of direct work experience in a communications role or related field

Education/Professional Certifications:

- Exceptional reading, writing and speaking skills are essential
- Experience in project development work and/or community development work is an asset
- Existing networks in community will be considered an asset
- Proficient in MS Office, with particular emphasis on Microsoft Word, Excel and PowerPoint
- Experience with social media (i.e. Facebook, Twitter, etc.) is an asset
- Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience

Mandatory Competencies:

- Quality Orientation
- Creative and Innovative Thinking
- Ethics and Integrity
- Excellent Time Management
- Decision Making and Judgement
- Excellent Written and Oral Communication
- Adaptability / Flexibility
- Team Work Orientated
- Effective Stress Management
- Planning and Organizing

Personal Qualities:

- Demonstrated values consistent with the DDRC mission
- Commitment to professional development and continuous learning
- Politically and culturally sensitive

Work Conditions:

- A Valid class 5 drivers licence required
- Travel within the Calgary area required

Please send your resume to the email address employment@ddrc.ca citing "DDRC-19-25W-Communications & Development Coordinator" in the subject line.

The DDRC is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.