

Communications and Engagement Specialist position**Deadline Nov 19, 2019**

Jewish Family Services Edmonton (JFSE) is seeking a dynamic and energetic, Communications and Engagement Specialist to join our team.

Reporting to the Executive Director, the **Communications and Engagement Specialist**, contributes to the strategic communications, marketing and engagement plans for Jewish Family Services and plays an integral role in helping elevate the visibility, engaging funders and donors and strengthening the profile of JFSE. In addition, the successful candidate will be responsible for Media and Public Relations activities, writing media releases, developing briefings and developing speaking notes. The ideal candidate for this position will be inspiring, creative, and have a demonstrated record of accomplishment of achieving results.

**ABOUT THE JEWISH FAMILY SERVICES:**

Jewish Family Services has served the Edmonton area for over 64 years. With Board vision, renewed executive leadership and a diverse staff JFSE has continued to grow and respond to the evolving needs of our community. Our programs include Integrity Counselling, Community Links, Homecare and seniors' supports, and the Edmonton Healing Centre for Bereavement and Loss.

We envision a world of economic and social justice: a world where individuals, families and communities care for and support themselves and one another. To this end, we provide strength & support to individuals & families in need, grounded in Jewish values. We work in collaboration with community and serve the diverse needs of the greater Edmonton region.

KEY RESPONSIBILITIES:

- Oversee Internal and external communications
- Develop and implement communications and marketing objectives, strategies and timelines
- Manage dynamic social media channels, campaigns, and day to day activities
- Manage website, working closely with staff to ensure regular updates
- Write engaging marketing content for donors, clients and communities as well as audiences for print materials such as newsletters, brochures, and advertisements
- Identify new opportunities to increase the visibility of JFSE and coordinate the annual appeal
- Write, edit, and proofread content as needed
- Identify grant opportunities and contribute, with staff teams, to grant applications and reporting.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in communications, public relations, marketing, business or related field
- Experience with developing and implementing strategies
- Two or more years of fund development experience
- Strong writing, research and analytical skills
- Ability to analyze trends and data and make evidence-based decisions
- Ability to drive the mission and priorities of the JFSE
- Ability to align donor interests and approved funding priorities/cases for support
- Brings humility, energy, diplomacy to relationship development

TO APPLY: Please submit an application by email (cover letter and resume) to tikunolam@jfse.org the
Closing date: Nov 19, 2019.

We thank all candidates for their interest. Only those under consideration will be contacted.

Job Type: Full-time

Salary Range: \$50,000 - \$65,000 - Starting salary dependent upon education and experience