

Communications Coordinator

Caregivers Nova Scotia Association (www.CaregiversNS.org) is a non-profit organization providing information and support to individuals who give unpaid care to family members and friends. Our administrative office is in Halifax with Support Coordinators working from their homes throughout the province. We are recruiting for a Communications Coordinator who will work from our Halifax office. This is a full-time 1-year contract position that will begin immediately.

Primary Duties

- Maintains CNS website.
- Manages all CNS social media including creating posts and maintaining social media outlets.
- Works with CNS team to develop Caregiver Awareness Campaign each May.
- Creates handouts, leaflets, posters, guides, workbooks, and other CNS publications; maintains them in a library for all staff.
- Writes articles for newsletter assists with publishing.
- Develops tools for delivering educational content on website.
- Completes quantitative and qualitative monthly statistical reports in a timely manner.
- Answers phone calls and relays requests to appropriate staff.
- Other duties as required.

Employment Requirements

- Ability to maintain confidentiality of caregivers and organization.
- High level of empathy and compassion with an approachable and friendly personality
- Effective oral and written communication skills
- Proficient computer skills (email, internet, MS Office suite, Google docs, etc.)
- Knowledge of HTML programming, Facebook, X, MailChimp
- Ability to work independently and as a team member.

Lived experience as a family/friend caregiver is considered an asset.

To apply, please submit a current resume with a cover letter outlining your relevant experience by email only to Director@CaregiversNS.org by **Monday, May 20th, 2024**. Please be sure to include the phrase "Communications Coordinator" in the subject line.

Caregivers Nova Scotia Association is an equal opportunity employer and is committed to creating a workforce that reflects the communities that we serve. We encourage applications from diverse communities. Individuals representing these diverse communities who wish to apply are invited to self-identify in your cover letter if you so choose.

Although we appreciate the interest shown by all applicants, only those who are selected for an interview will be contacted.

No phone calls please.