

Digital Communications Coordinator

Job Title:	Digital Communications Coordinator
Reports to:	Manager, Fund Development & Events
Employee status:	Full-Time / Contract
Description updated:	December 2023

WHO ARE WE?

Scleroderma is a hard word and a harder disease, with no known cause or cure.

Scleroderma Canada is a CRA-registered non-profit charity dedicated to the rare disease, scleroderma. We work closely with patients, caregivers, medical professionals and volunteers to raise awareness and funds for research, to provide education and to advocate for patient rights. In May and June, we have priority efforts to celebrate Scleroderma Awareness Month. This role would support many of the organization's digital communications initiatives related to building public awareness, patient support and education, and fundraising events.

We have applied for funding under the Canada Summer Jobs Program 2024. In anticipation of funding approval, we are inviting interested candidates to apply for the following opportunity:

Digital Communications Coordinator

LOCATION: 41 King William St. Suite 203, Hamilton, ON (located above The Mule).

Pending approval, this opportunity is funded by the Canada Summer Jobs program and is subject to the following criteria:

To be eligible, applicants must:

- Be between 15 and 30 years old
- Be a Canadian citizen, permanent resident, or a refugee
- Be legally entitled to work in Canada in accordance with relevant provincial/federal legislation.
- Not be receiving Employment Insurance benefits while working.

This position will be for (8) eight weeks, 35-Hours a week, (May-June)

RATE OF PAY: \$16.50/hour

POSITION DESCRIPTION:

- Supporting our Make a Move & June Awareness campaigns.
- Assisting with social media content creation (canva, video, photo, etc) , e-mail campaigns, fundraising efforts, web management, blog writing.
- Updating & monitoring social media pages as needed
- Support event marketing by identifying digital marketing opportunities and creating the required collateral.
- Assist with editing and upkeep of organization websites (wix)
- Monitor and update the story-bank of #MySclerodermaStory spotlights

- During June Awareness month when Scleroderma Canada and Scleroderma Ontario organize fundraising walks, the coordinator will be expected to be available to work flexible hours, including some weekends, to support our Make A Move for Scleroderma Events.
- Communicate with key partners, board members and patients to cultivate relationships within the organization.
- Support awareness initiatives with scleroderma partners.
- Other duties as assigned.

WHAT DOES THE IDEAL CANDIDATE LOOK LIKE?:

- You have great communication skills (both verbal and written)
- Familiar with MS Office Suite, Hootsuite, Wix & Canva.
- You know social media like the back of your hand
- You see things from all perspectives making you a problem-solving pro.
- You have great time management skills and can multitask.
- You have an eye for attention to detail and design.
- You're an empathetic, tech-savvy, passionate person who is open to learning!
- would love a fun opportunity in the non-profit sector.
- Ability to work well both independently and in a team towards multiple deadlines while managing multiple projects
- Relevant Education Backgrounds:
 - Social Media, Communications, Graphic Design, Marketing, PR, etc.

WHAT DO WE OFFER?

- A high-performing, collaborative team environment with proven leadership and a highly skilled team with a commitment to excellent work culture.
- A fun and inclusive workplace in a central location of Downtown Hamilton.
- Bonus: On nice days, we can work up on the rooftop!
- Flexible work agreement policy in place allows employees to work remote and/or hybrid schedule.
- We are surprisingly cooler than you would expect us to be (we're fun and hip!)
- Learn alongside nonprofit champions and gain a new perspective in your everyday life.
- A fun and immersive learning experience while guiding and building valuable soft and hard skills.
- A meaningful role, making a difference every day for people living with or at risk of scleroderma.
- An entrepreneurial environment, working for a national organization where you feel valued, recognized, and rewarded.

All interested applicants should e-mail their resume and cover letter to events@scleroderma.ca

At Scleroderma Canada, we are an equal opportunity employer that does not discriminate on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, age, or other legally protected status. We are dedicated to a high-performance, diverse, and inclusive workplace. We strongly believe that having a diverse organization with various skills and abilities will inspire creativity, drive innovation, and promote belonging. We are committed to building a team representative of different backgrounds and perspectives, and we encourage applications from all qualified candidates who represent the full diversity of communities across Canada.

LOCATION & HOURS

41 King William St. Suite 203, Hamilton, ON (located above The Mule)



Typical Hours - Monday to Friday – 9:00am – 5:00pm (some flexibility required – evenings & weekends)

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