

Are you passionate about telling stories?

Are you a communications professional looking to build your career and develop new skills?
Do you want to be part of a dynamic team that makes a difference in the lives of children and families in Ottawa?



If you want to start your journey and join a supportive and dynamic team and help tell the story of how, together, we help families grow and thrive, then we want to hear from you!

COMMUNICATIONS COORDINATOR

We are seeking to grow our team and welcome a Communications Coordinator to help share the story of our agency. Our Communications Coordinator is likely a recent graduate with 1-3 years of experience in the communications field. This is a great opportunity to work with a supportive team who is dedicated to helping you build a new role with Mothercraft Ottawa!

The Communications Coordinator is responsible for collaborating with organizational leaders to develop and execute a comprehensive communications strategy that includes, but is not limited to, media relations, program marketing, content management, brand journalism and event planning. The Communications Coordinator will champion telling the stories of Mothercraft, including the successes and challenges of our organization and sector to engage our stakeholders in supporting our mission to help families in Ottawa grow and thrive. The Communications Coordinator will work under the direction of the Executive Director, and in collaboration with the leadership team to meet these goals, engaging the support, strength and stories of our team members, students, and external consultants.

We are currently recruiting a Communications Coordinator to work with our Corporate Services Team and Leadership Team, based out of our Evered location (475 Evered Ave). On-site work is required, with the need to travel to Mothercraft locations or other locations as required. Occasional work-from-home may be negotiated, with ongoing requirement to work on-site regularly.

OUR PROGRAMS: HELPING FAMILIES GROW AND THRIVE

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age. Mothercraft has been supporting and meeting the needs of families and care providers in our community since 1944.

We offer early learning programs and services that support early childhood development; and full-time, part-time and casual, licensed child care programs for children aged 6 weeks to 12 years. Mothercraft Ottawa's

child care programs are provided in a centre, in a school or in a caregiver's home and are available throughout the year.

We offer a comprehensive range of support services for parents, including prenatal classes, birth companion support, drop-in play groups and parenting workshops. As an EarlyON Child and Family Centre we offer programs and workshops that support parents and caregivers in all aspects of early child development. Note all our programs are offered in both English and French.

OUR VALUES

Through our work with families, staff, partners and the community, Mothercraft is dedicated to:

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
- Collaborative Relationships: Built on respect and communication.

QUALIFICATIONS

- 1-3 years of experience
- College or university degree specializing in communications, public relations, marketing or a comparable discipline.
- Proficiency in the use of computers and various software applications.
- Demonstrate a high level of initiative and enthusiasm.
- Valid first aid and CPR level C certification, including infant and child
- Satisfactory vulnerable sector police check
- Experience and proven ability in working with adults and the public
- Demonstrated time management skills
- High level of integrity and work ethic
- Valid driver's license and vehicle
- French fluency (written and spoken) is an asset but not required

COMPETENCIES

- Experience in media relations and crisis communications.
- Experience in the non-profit sector is an asset.
- Strong writing skills.
- Demonstrated interpersonal skills for relating effectively as a member of a team.
- Attention to detail and decision-making skills to respond to high-pressure situations.
- Demonstrate ability to handle confidential/sensitive information.
- Planning, prioritization and organization skills to ensure that tasks are completed; work well under pressure.
- Demonstrated capacity to build effective relationships with diverse stakeholder groups.
- Strong organizational, interpersonal and communication skills
- Strong group presentation and facilitation skills
- Problem solver and proactive thinker
- Effective time-manager and multi-tasker
- Ability to work both independently and in a team environment

SALARY AND BENEFITS:

This position is 37.5 hours per week and qualifies for our competitive vacation leave, group health benefits and health care spending account as per Mothercraft policies.

Salary starts at \$43,500 annually, with a salary range of \$43,500 - \$51,787 with increases as per our compensation policy.

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

HOW TO APPLY

Email your resume and cover letter outlining how you would be a great fit in our non-profit child and family service agency to Alicia Ashton, Executive Director at alicia.ashton@mothercraft.com by **11:59pm May 29, 2022**.

Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

