



JOB POSTING

Communications and Events Coordinator

Are you a diligent project manager, with a flair for event planning, a fondness for writing, and a passion for strategic communications? Do you want to help advance the nonprofit and charitable sector's work toward a just, equitable and sustainable world? If so, help us enhance and amplify the impact of Canada's philanthropic foundations and funders. PFC is an ideal match if you are looking for purpose in your work and want to contribute to a small, values-driven, pan-Canadian team with a strong culture of collaboration.

About PFC

Philanthropic Foundations Canada (PFC) is a national charitable organization that strengthens organized philanthropy — in all of its diversity — for a just, equitable and sustainable world. In partnership with its diverse membership of Canadian foundations and funders, and in collaboration with civil society, business, and government, PFC advances the common good, through networking, learning, advocacy and research.

We know the greatest ideas come from a diverse mix of backgrounds, minds and experiences, and are committed to cultivating an inclusive work environment. We are actively seeking a diverse applicant pool and encourage candidates of all backgrounds to apply, especially those from communities underrepresented in philanthropy.

About the position

As Communications and Events Coordinator, you will help define and lead the implementation of an integrated communications approach aligned with [our strategic directions](#) and our [purpose statement](#). You will share opportunities for sector and partner collaboration and learning through our different communications channels, bring events for Canadian funders to life, strengthen our brand, and improve understanding of PFC's mission and contributions of Canadian foundations and philanthropy.

Your success in this role will be as a result of your impeccable French and English language skills, detail-oriented tendencies, and your natural inclination to take initiative and work collaboratively in a team environment. You will have a knack for employing tools and techniques to plan your work, prioritize, and organize your individual and project management responsibilities in a sometimes fast-paced work environment.

While your primary focus will be digital communications and events, you will be instrumental in the success of projects across the organization. Your closest teammate will be the Director of Policy and Communications, to whom you will report, but you will also work directly with staff from all areas of PFC's work leading

or supporting a range of learning, partnership, research, marketing and advocacy initiatives.

Essential Duties and Responsibilities

Digital and Strategic Communications

- Leads the creation of PFC's annual report, regular e-newsletter, and daily social media posts.
- Drafts key messages, talking points, Q&A briefing materials and other copy for senior leadership, ensuring consistency and quality of messaging.
- Works with relevant team members to coordinate the planning, production and dissemination of all external communications materials in English and French such as reports, fact sheets, blog posts, meeting presentations, videos, and website updates.
- Creatively repurposes materials for engaging social media and other communications content.

Events

- Leads all technical aspects of webinars and events, and supports the logistics of the annual conference.
- Project manages the development and leads the delivery of marketing and communications strategies for events and annual conference.

Planning and Operations

- Works with the team to ensure that our communications are accessible and accurate in both official languages, are clearly aligned with PFC's brand standards, and embody our purpose, values, and strategic plan.
- Maintains and updates editorial calendar and communications strategy to build PFC's brand and to educate and inform our key audiences, which include members, other grantmakers, policymakers, sector partners and other influentials in civil society.
- Monitors and presents communications metrics on a quarterly basis and makes recommendations for necessary adjustments.

Qualifications

Required

- Fluently bilingual in both official languages: proficiently able to speak, read, and write in English and French with ease, accuracy, and confidence.
- Event planning skills, with some experience working with Zoom and/or other online event management tools.
- Some graphic design skills, with experience using Canva or similar.
- Some video creation/editing skills.
- Some experience executing regular email marketing (newsletters, etc.), using Campaign Monitor or similar.
- Some website updating experience (Wordpress or similar).
- Some experience in writing persuasive copy related to social issues, such as speech writing, Op-Eds, articles, or press releases.
- Has an active and diverse personal social media presence and/or has some experience managing multiple professional social media accounts.

- Strong project management skills, including planning, monitoring, supporting others, and delivering results on a timely basis.
- Wisdom and sensibility to know when and how to bring team members and other relevant stakeholders together to make key decisions, and when to make decisions on own.
- Demonstrated personal and professional interest in advancing justice, diversity, equity and inclusion.

Preferred

- Knowledge of trends and issues relating to the charitable sector and philanthropy.
- Experience volunteering or working with a foundation or funding agency, or with a nonprofit or charitable organization.
- Knowledge of WordPress, Eventbrite, Salesforce, Constant Contact, Sharepoint, PowerPoint, and Google Analytics.

Education and Experience

The completion of relevant post-secondary education and approximately three years of experience in an event planning, public affairs, or marketing role (or similar field).

Compensation and benefits

Full-time permanent position, with an exceptionally good benefits package.

Salary of \$50,000 per year to start.

Four weeks of holidays to start (including the week at the end of the year, when our offices are closed).

We are committed to taking every precaution reasonable for the protection of the health and safety of our staff and other stakeholders. As a result, all staff are required to be fully vaccinated against COVID-19.

If you believe that your profile meets our needs, please forward your CV with a cover letter to hr@pfc.ca. All information received will be treated in the strictest confidence.

Applications will be reviewed on a rolling basis, with a deadline for all submissions 5pm ET Monday, January 31, 2022.