

Marketing & Communications Officer

The Marketing & Communications Officer is a full-time position located in ERDO's Canadian office in Mississauga. The position will begin in late November.

Reporting to the Director of Resource Development, the Marketing & Communications Officer will utilize his/her strong writing and marketing skills to develop communications pieces to be used across various print and electronic media. As webmaster, the position also regularly produces and updates content on two websites: www.erdo.ca and www.erdo.ca/fr.

Key Responsibilities:

- Writing
- Webmaster
- Social Media lead
- Direct mail support
- Design of communications
- Event and campaign support
- Advertising coordination

Detailed Duties:

- Webmaster for English and French websites, updating each with photos, stories and videos
- Social Media planning, resource production and scheduling
- Recommendations for paid social media promotions
- Google grant advertising coordination
- Creation of promotional resources and reports using a variety of programs
- Working with and monitoring designers and video professionals to complete projects
- Creation of letters for church acknowledgements and receipting
- Creation and sending of e-blasts and e-newsletters
- Assistance with major donor reports and letters
- Proofreading all external communications
- Develop presentation slides
- Third-party and ERDO event logistics/communications support
- Occasional attendance at marketing events involving local or domestic travel
- Infrequent travel and evening work
- Arranging translation of materials

Marketing & Communications Officer Job Posting – October 2019

Qualifications:

- Excellent writing skills preferably across an array of formats including magazine features and social media.
- A minimum of three years marketing, fundraising or communications experience
- Experienced in working with Blackbaud NetCommunity or a similar web platform to create and update page content
- Demonstrated computer skills and aptitude; fully conversant with the Microsoft suite of programs – Word, Excel, PowerPoint, Publisher
- Experience working with Adobe Creative Cloud
- Graphic design experience
- Ability to make quality decisions within the scope of authority
- Ability to take initiative, work quickly and accurately, and develop and implement improvements in work processes
- Experience working effectively in a team environment

Assets:

- Prior experience in a Christian humanitarian charity environment
- Bilingualism (French)
- Familiarity with relief and development activities and principles of social justice
- Video editing
- Post-secondary education preferred

**To apply for this position, please submit a covering letter and resume to: hr@erdo.ca
Please make your application by October 21, 2019**