

JOB POSTING

The Tim Horton Children's Foundation (THCF) is committed to attracting, retaining and developing team members that believe in and are dedicated to our mission and values. We work together to foster the strengths within youth, and empower them to pursue a life without limits. Our team is tireless in our commitment to youth; we radiate hope and opportunity and strive to be better and inspire others to do the same while believing in the power of camp and community.

We're looking for a permanent, full-time...

Coordinator, Communications

At our Home Office in St. George, Ontario

Reporting to the Senior Manager, Marketing and Communications, this position develops and executes key stakeholder communications for the Tim Horton Children's Foundation. The Coordinator, Communications writes, edits and produces high quality compelling content across multiple channels of communication including, but not limited to, social media, digital and print.

What would you be doing?

- Leading communication efforts to key stakeholders
- Monitoring all THCF social and traditional media
- Developing and maintaining an accessible database/library of THCF images and communication materials
- Creating and posting social media content
- Liaising with internal departments to support communication and marketing efforts related to Tim Horton Camp Day and other assigned events
- Coordinating media requests and other marketing/communication initiatives as assigned
- Coordinating with external partners and agencies related to marketing and other communication initiatives
- Preparing speakers, past campers and staff members to speak on behalf of the Foundation
- Responding to general inquiries from the public, drafting letters and memos for circulation, reviewing documents prior to publication, and serving as contact for general inquiries, as required

Does this sound like you?

- Post-secondary degree in a related field or equivalent experience
- Public relations and/or, marketing/communications experience an asset
- Excellent written and oral communication skills and the ability to identify and tell a great story
- Proven experience with creating compelling social media content, monitoring and managing social media assets
- Proven project management skills and strong presentation development skills
- Experience developing promotional literature
- Knowledge of the camping and outdoor environmental education field an asset
- Strong time management and organizational skills
- Experience and capability using Microsoft Office, including Word, PowerPoint and Excel
- Experience with Adobe Creative Suite
- Ability to travel throughout Canada and the US, as required (less than 5%)
- Bilingualism (French/English – oral and written) is considered an asset

Join our team to...

- Receive a competitive salary, paid time off, and professional development opportunities
- Participate in a comprehensive group benefits and pension plan
- Work on the site of one of our beautiful camp locations – Tim Horton Onondaga Farms

Get your application in by: August 26, 2018

