

HOSPICE YUKON SOCIETY

Job Description

Job Title: **COMMUNICATIONS COORDINATOR**

Reports To: Executive Director, Hospice Yukon

Job Purpose:

Reporting to the Executive Director, the **Communications Coordinator** for Hospice Yukon is responsible for creating and managing all internal and external communications initiatives to stakeholders and target audiences, and participates in promoting community awareness through a variety of channels.

As an organization where staff and trained volunteers provide support to the dying, the bereaved, their loved ones and professional caregivers, our clients often represent a vulnerable part of our community. An essential heart-centered approach, including providing a secure safe space for clients, staff, board and volunteers is integral to the work that we do.

The ability to work in collaboration with others is a critical aspect of this job. This position is part of a close and effective team of staff and volunteers delivering Hospice Yukon programs and services to all Yukoners.

Duties & Responsibilities

- Create, implement and evaluate communications strategies and plans that align with the organization's strategic plan and day-to-day needs.
- Regularly update Hospice Yukon's website and create promotional materials for our programs and services.
- Coordinate all media relations, develop media contacts and act as primary contact for press.
- Proactively seek and plan media coverage and develop press releases and backgrounders as needed.
- Create content for social media, internal and external newsletters and articles for publications.
- Coordinate, edit and publish Hospice Yukon's yearly educational resource.
- Provide support to proposal-writing and fundraising campaigns.
- Assist with developing and delivering presentations, events and programs/workshops.
- Coordinate and manage Hospice Yukon's Annual Lights of Life Event.
- Consult and liaise with all team members to integrate program content, communications and delivery of objectives.
- Cross-training for other roles is required.
- Other office duties as required.

Qualifications

- Certificate, Diploma or Degree in communications or equivalent work or volunteer experience.
- Experience in developing, implementing and evaluating communication plans and materials, a portfolio of prior work may be requested.
- Strong computer skills and an excellent knowledge of MS Office programs, web management software and desktop publishing programs.
- Demonstrated experience with public presentations and media relations. Demonstrated experience in event management.
- Demonstrated website management and social media experience.
- Previous experience working with First Nations communities would be an asset.
- RCMP Security Check.
- Valid Yukon Driver’s License.

Skills and Abilities

- Excellent interpersonal skills; the ability to communicate effectively with individuals, groups and stakeholders.
- Excellent organizational abilities and time management skills; ability to meet deadlines, multi-task and prioritize.
- Ability to communicate messages in an engaging and professional manner to different target audiences.
- Ability to work in emotionally charged conditions.
- Ability to develop and implement a self-care plan and set boundaries of involvement.
- Ability to work independently using initiative and self motivation, as well as participate fully in team settings.
- Ability to bring a mindfulness to working and communicating with people who are in a vulnerable state.
- Manage sensitive and confidential information.
- Computer Proficient and a demonstrated writing skills

Working Conditions: Evening or weekend work may be required on occasion. Travel may be required.

Direct Reports: This position has no direct reports.

Approved By:	
Date Approved:	
Last Reviewed:	