



Communications Coordinator - Contract

1450 Lodestar, Unit 18, Toronto, M3C 3J1 (near Allen and Sheppard)

(9-month contract; possibility of extension; start date March 1, 2010)

Second Harvest is a Toronto-based charity that takes a common-sense approach to hunger. Our mission is to help feed hungry people by picking up and preparing excess fresh food and delivering it daily to social service agencies in Toronto.

We are seeking a Communications Coordinator to support the Communications Manager (CM) in delivering Second Harvest's message to multiple audiences so that they will respond with financial support, donations of food and/or volunteer hours.

RESPONSIBILITIES:

- ❖ Maintain a communications strategy aligned with the organization's mission and strategic plan.
- ❖ Coordinate the media relations programs for Second Harvest campaigns and events.
- ❖ Update and maintain Second Harvest websites.
- ❖ Respond to requests for information about Second Harvest.
- ❖ Contribute to research, writing, proofreading and producing publications including:
 - ◆ Newsletters (print and electronic)
 - ◆ Annual report
 - ◆ Marketing and public relations materials
 - ◆ Press releases
 - ◆ Advertising copy
 - ◆ Fundraising letters and information packages
 - ◆ Websites
- ❖ Provide communications support for marketing and fundraising initiatives including:
 - ◆ Donor, public and media relations
 - ◆ Community outreach
 - ◆ Fundraising and development
 - ◆ Foodraising

- ❖ Identify new opportunities and make suggestions for improvements.
- ❖ Support CM in meetings, or attend meetings on behalf of the Communications department.
- ❖ Proofread communications produced by Second Harvest staff.
- ❖ Contribute to daily office tasks, including answering phones.

Skills:

Proven excellent communications skills - speaking, writing & editing.

Strong organizational and administrative skills.

Ability to multi-task in a fast-paced environment.

Ability to confidently convey ideas and suggestions.

Qualifications:

1-3 years experience in a marketing or communications role.

Experience in the non-profit sector an asset, but not required.

Proficient in Word, Excel & website maintenance.

Must be knowledgeable in the use of social media (Facebook, Twitter, etc).

Require driving license and own vehicle (or access to one when needed)

Salary: \$38,000 - \$41,000 (no benefits)

Please submit your resume and cover letter to:

Elaine Henley humanresources@secondharvest.ca with COMMUNICATIONS COORDINATOR – CONTRACT - 01/10 in the subject line.

Deadline: Sunday, January 31, 2010

We thank all applicants, but will be contacting only those who are selected for interview.

Second Harvest - Human Resources

secondharvest.ca 416.408.2594