



## Employment Opportunity Communications & Community Engagement Coordinator

We are looking for a Communications & Community Engagement Coordinator who understands how to bring people together for a common purpose, has excellent written and oral communication skills, and is savvy with digital tools and social media platforms.

The role will implement PIRS' communication strategy and coordinate PIRS volunteers. Reporting to the Executive Director, this position works closely with the Program Manager, Office Administrator and PIRS committees.

This is a part-time position with the possibility of a job share with another non-profit organization. The position is 20 hours per week at a rate of \$21 per hour.

### Main Responsibilities

- Build PIRS' profile, presence and dialogue on Facebook, Twitter, and LinkedIn.
- Collect stories and create engaging content that demonstrates the impact of PIRS' work for a variety of different audiences, including but not limited to donors, program funders, and participants.
- Prepare and send quarterly newsletters.
- Monitor & analyze communications campaigns and contribute creative ideas for engagement and outreach.
- Support the work of the Strategic Communications and Organizational Impact Committee by coordinating meetings and communications, recruiting 'knowledge philanthropists' and attending meetings.
- Develop and maintain volunteer coordination systems including volunteer work descriptions and recruitment materials, while also ensuring that proper documentation is completed for all volunteers.
- Recruit, interview and assess prospective volunteers, then place them appropriately.
- Assist in planning, organizing and facilitating logistics of agency events (AGM, volunteer recognition, fundraisers).

### Desired Qualifications

- Education in a related field or equivalent combination of experience and education, including communications, marketing, fundraising or volunteer management or other similar
- 2+ years' experience in a non-profit context with immigrant &/or refugee women and families of various backgrounds and ages is preferred
- Demonstrated strong writing and editing skills and ability to communicate PIRS values, mission, and impact
- Excellent interpersonal skills
- Strong organizational skills and is detail-oriented
- Proficient in a wide range of software and digital tools including Hootsuite, Wordpress, Mailchimp, and eTapestry (or other CRM), Microsoft Office Suite
- Experience with programs like Adobe and InDesign is a bonus



**PACIFIC IMMIGRANT RESOURCES SOCIETY**

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Member Agency

United Way  
Lower Mainland

We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

To apply, send resume and cover letter in one PDF document (3 pages maximum) to:

**Mariam Bouchoutrouch, Executive Director**  
**Email: [ed@pirs.bc.ca](mailto:ed@pirs.bc.ca)**  
**Deadline for applications is September 22, 2017.**

Thanks to all who apply. Only short-listed candidates will be contacted.

