



## Job Posting – Marketing & Communications Specialist

Eagles Nest is looking for a motivated individual to join our team as our *Marketing & Communications Specialist*. Along with skills to engage and broaden community support, this individual needs to align with our values and be passionate about working for an organization committed to making a difference in the lives of others.

For 20 years Eagles Nest Association of Waterdown has been positively impacting families in the community with compassion and practical support. Eagles Nest works with individuals and families looking to make change happen in a supportive and positive environment. We help people care for their mental health, learn new tools for healthy relationships and understand themselves. We offer counselling, coaching and support programs to adults, youth and children. Our services are fully subsidized or low cost, making them accessible to everyone. We welcome everyone for who they are, without regard to religion, ethnicity, race, gender or sexuality.

Rescued & Restored is our thrift store. All the proceeds from the store support the operating budget of Eagles Nest, making it possible to offer our services and supports to the community.

### Job Description:

The Marketing & Communication Specialist will primarily work out of the HOPE Centre facility under the supervision of the Communication Manager.

### Responsibilities:

- Assist with overall Communication Plan for organization
- Develop and implement Communication Plan for social media
- Assist with maintenance of website
- Develop marketing emails for thrift store
- Assist with written and electronic communication to supporters
- Assist with planning, marketing and execution of special events
- Support third-party fundraisers to ensure appropriate procedures and guidelines are followed and help protect against reputational risk for Eagles Nest
- Assist Eagles Nest team as required with other organizational tasks

### Qualifications:

- Relevant experience and/or education in a related field is an asset
- Highly developed communication skills; adept at addressing different audiences while maintaining our brand on a variety of platforms
- Strong time management skills; confident creating, managing and executing communication and marketing plans with tight deadlines
- Detail-oriented with strong research and analytical skills; ability to identify, learn and implement new strategies, technologies and systems
- Demonstrated experience creating and managing social media content on Instagram, Facebook and Meta Business Suite
- Ability to work both in a team and independently, with a strong sense of ownership
- Intermediate working knowledge of Microsoft Office XP (Word, Excel and Outlook)
- Experience in photography/videography, Canva is an asset
- Ability to work flexible hours as required, including occasional evenings or weekends as needed for events or programs

**Full Time Position – 35 hours. An agreed upon start date before March 1, 2024.**

**To apply:** Please submit a cover letter and resume to [careers@eaglesnestwaterdown.ca](mailto:careers@eaglesnestwaterdown.ca). We thank all applicants for their interest; however, we will only be contacting those selected for an interview.

*Eagles Nest is committed to fostering an inclusive and accessible workplace. In accordance the Accessibility for Ontarians with Disabilities Act, on request all reasonable accommodations will be provided to support participation in all aspects of the recruitment and hiring process.*