



Communications Development Officer (#2023-01)
219 19 Ave SW, Calgary, AB, T2S 0C8

The FCJ Christian Life Centre (operating as the FCJ Retreat and Conference Centre) is seeking a talented and versatile **Communications Development Officer** to lead our communication efforts and promote the mission, strategy, and culture of the FCJ Retreat and Conference Centre.

Position Overview:

Filling a key role within our organization, you will play an important part in developing and implementing an integrated communications and marketing plan that aligns with our overall strategic vision and goals.

About Us:

The FCJ Christian Life Centre is a corporate ministry of the Sisters, Faithful Companions of Jesus (FCJ), and has been serving the community since 1979. At the heart of our organization is the desire to create an oasis of hospitality and hope, where people from all walks of life can find spiritual solace and experience God's presence in a changing world. Located in the heart of the vibrant city of Calgary, we strive to meet the spiritual needs of local, national, and global faith communities through our retreats, spiritual direction, counselling, and various programming. Our values of dignity, companionship, compassion, and collaboration guide us as we endeavor to foster a comfortable and welcoming environment for both staff and guests.

Major Responsibilities:

- Manage and maintain an active social media presence like Facebook, Instagram, Twitter, and others relevant media platforms. Monitor, analyze, evaluate, and report on media relations activity to enhance communication effectiveness.
- Develop compelling and reflective content for brochures, posters, e-newsletters, reports, news releases, and other electronic media in association with our program committee
- Oversee the FCJ Christian Life Centre Website and ensure it remains updated and user-friendly, facilitating online registration for our various programs and events
- Implement diverse outreach strategies, both online and offline, to engage existing stakeholders and attract new clients, program attendees, donors, volunteers, and supporters.
- Collaborate with internal and external stakeholders to ensure seamless communications.
- Be the key point of contact for inquiries from donors, sponsors, and event participants.
- Work closely with the Directors, Finance, Receptionist, Program Facilitators, and Booking Coordinator, to align efforts and facilitate smooth operations.
- Create an integrated strategic communications and media relations plan to enhance public awareness and foster a positive perception of the FCJ Retreat and Conference Centre.
- Embody and promote the Centre's philosophy, culture, mission, vision, and core values.
- Attend business meetings as required.

Qualifications:

- University degree or college diploma related to communications, digital marketing, or journalism, or an equivalent combination of education and practical experience.
- A minimum of 3 years of hands-on experience in a similar Communications role, budget management, inter-departmental collaboration, and communications guidelines creation.
- Proficiency in Canva, Hootsuite, and other communications software, with a strong understanding of marketing data analysis and reporting.
- Desirable: Knowledge of Adobe Creative Cloud (InDesign and Photoshop), WordPress, Donor Recognition Software, WIX, and Salesforce.
- Demonstrated ability in creating various marketing assets and writing/editing content.
- Excellent attention to detail and ability to produce work with a high level of accuracy.
- Exceptional organizational and time management skills, with the ability to handle planning, record-keeping, and meeting deadlines.
- Outstanding verbal and written English communication skills, with the ability to convey information effectively in written reports and team meetings.
- Demonstrated project planning, researching, and budgeting skills.
- Proficiency in Microsoft Office Suite, Outlook 365 applications, SharePoint, Teams, Zoom, Forms, and Bookings.
- Responsive, flexible, and able to take initiative, with the ability to prioritize tasks effectively.
- Exceptional customer service skills and a respectful approach to serving diverse populations.
- Strong ethics, confidentiality, and discretion in handling sensitive information.
- Ability to work independently and foster strong relationships with various teams and stakeholders.
- Willingness and flexibility to occasionally work outside of normal business hours during peak periods or for event preparation.
- Desirable: Ability to drive
- Ability to work flexible hours, including some evenings and weekends for event attendance or preparation.

Hours of Work:

A normal work week is expected to be 30 hours, with flexibility for some evening and weekend commitments.

Remuneration:

Negotiable. Candidates who are invited for the second round of interviews will be provided with information on pay and benefits.

To Apply:

Qualified candidates are invited to send their applications, including a resume and cover letter outlining why they are the best fit for this position, to Whitney Nagasan at director@fcjcentre.ca by 12 noon on **August 29, 2023**. Please use "Application for Communications Development Officer " as the subject line of your email.

In your resume, include the names and contact information (email and phone number) of at least two referees who can speak to your skills and work experiences. Referees will not be contacted unless you are being considered for round two of the interview process.

Please note that the selected candidate will be required to undergo a Police Information Check.

We appreciate your interest in joining our team. Only candidates with the minimum qualifications will be contacted for interviews.