



## Marketing and Communications Coordinator

### Organization Summary

The mission of NET Canada is to challenge young Catholics to love Christ and embrace the life of the Church. With most young people losing their faith by the time they leave high school, NET sends teams of young adults to share their faith in schools and churches so youth are transformed and re-engaged in their Catholic faith.

### Current Position Information

<b>Job Title: Communications &amp; Events Coordinator</b>	<b>Department: Development</b>
<b>Reports to: Development Director</b>	<b>Status: Permanent Staff Member</b>
<b>Position Type: Full-time</b>	<b>Location: Ottawa, ON</b>

### Summary of Position

Oversee communication with NET Canada's stakeholders, maximize NET's promotion and reach.

### Essential Functions

#### 1. NET Quarterly Newsletter & Media

- Manage content and completion of NET's quarterly newsletter
- Oversee development of NET's online presence through website and social media
- Coordinate press releases, email communications
- Coordinate print materials
- Oversee use of logo and branding

#### 2. Management of Development Projects & Staff

- Hire, train, and supervise Development Mission staff
- Oversight of Raiser's Edge as a development tool
- Manage and increase volunteer engagement
- Manage development contract workers
- Manage project budgets

#### 3. Event Management

- Coordinate NET's annual events
- Organize NET fundraising and special events
- Coordinate alumni events in major Canadian cities

#### 4. Fundraising

- Cultivate \$1000/month in monthly donors
- Maintain relationships and send quarterly updates to donors
- NET fundraising follow up calls twice/year

**Qualifications**

Minimum: Bachelor's Degree in marketing, communications, public relations or related field. 2-3 years experience in marketing or communications. Strong written, verbal, and interpersonal communication skills. Ability to direct the work of others. Motivated self-starter able to manage multiple projects and deadlines simultaneously. Friendly, professional demeanor. Ability to communicate effectively with other media professionals. Experience producing print media pieces. Organized with a high level of attention to detail. Proficient in Microsoft Office software. Photography Skills. Full driver's license. Passionately committed to the mission of NET Ministries.

Preferred:

Experience in web design and use of HTML code. Proficiency with Adobe Photoshop..

**Organization Chart Information**

**Supervisor/Manager:** Development Director

**Peers:** Partnership Coordinator, Development Officer

**Direct Reports:**

- Media Assistant(s)
- Development Secretary (tbd)

**Supervisory Information**

Checked items indicate responsibilities of this position in supervising other employees.

X Assign work, give direction, answer questions  
 X Conduct performance evaluations/reviews  
 \_ Hire/promote/Terminate employees  
 X Hire/promote/Terminate mission staff volunteers.  
 \_ Formally discipline employees  
 \_ Determine pay level/authorize pay increases

X Set work schedules/assignments  
 X Review and approve work  
 \_ Instruct and train employees  
 X Develop/manage department budget  
 X Manage contractor/vendor assignments/contracts  
 X Manage volunteers