



co-operatives | coopératives
and mutuels | et mutuelles
canada

TITLE: Communications Co-ordinator

Salary Range: \$48,300 - \$65,400

REPORTS TO: Manager, Communications

Co-operatives and Mutuels Canada (CMC) is the national apex association representing co-operative and mutual businesses, sector federations and provincial associations. CMC provides a knowledgeable voice and expertise to encourage national policies and strategies that strengthen co-operative enterprises in Canada.

GENERAL DESCRIPTION

The Communications Co-ordinator is responsible for providing communications and technological support to the CMC team. The co-ordinator must have the ability to perform required updates to various websites and as well as the CMC contact management system in addition to the administration of our social media channels.

KEY RESPONSIBILITIES:

Communications and technology support

- Basic website updates in a Drupal environment
- Support CRM records management system
- Provide technology support for electronic meetings with interpretation
- Coordinate communications activities across CMC departments (Advocacy, Development, Branding and Communications and Engagement)
- Operate multiple productivity Platforms and Social Media channels

QUALIFICATIONS:

- Graduate in computer technology, journalism, communications or related discipline
- Fluency in both official languages - This position is designated bilingual imperative and exceptional French language skills will be a primary consideration
- Excellent web design and content management skills
- Social media experience with Twitter, Face Book, YouTube, Instagram and relevant ad targeting
- Experience working in an association, or within the co-operative sector is an asset
- Experience with Customer Relationship Manager platform CiviCRM is required

Co-operatives and Mutuels Canada offers a competitive compensation and benefits package.