

Abiona Centre (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

Reporting to the Director, Fundraising and Resource Development, the Communications Coordinator will play a crucial role in enhancing Abiona Centre’s (the “Centre”) profile and overall communications strategy. The Communications Coordinator will be responsible for developing, implementing, writing content to support communication and fundraising efforts, and managing print and digital communications initiatives for internal and external communication.

Position: **Communications Coordinator**

Term: Full time Permanent

Department: Resource Development

Reports to: Director, Fundraising and Resource Development

Qualifications:

- Bachelor’s degree in Communications, Marketing, Public Relations, Journalism or a related field, and minimum of 3 years of experience in communications, public relations, preferably within the non-profit sector, or equivalent combination of experience, education and training.
- Strong writing, editing, and proofreading skills.
- Proficiency in social media platforms, email marketing tools, CRM’s and content management systems (CMS).
- Familiarity with SEO best practices and web analytics tools (e.g., Google Analytics).
- Ability to create visually appealing digital content using graphic design tools (e.g., Canva, Adobe Creative Suite).
- Excellent organizational and project management skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Creative thinker with a passion for digital communication.
- Strong attention to detail and commitment to high-quality work.
- Enthusiastic about the mission and values of the organization.
- Proven ability to manage multiple projects and priorities on tight deadlines
- Effective attention to detail and a high degree of accuracy
- High level of integrity, confidentiality, and accountability

**Working
Conditions:**

- Interacts with clients, staff, visitors, government agencies/personnel.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting and lifting.
- Travel required
- Occasional evenings and weekends

Closing Date: June 26, 2024; 5:00 p.m.

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources
Abiona Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5

Fax: 416-425-4056

OR

Email: hr@abionacentre.ca (please quote "Communications Coordinator" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Date of posting: June 12, 2024