



**Job Posting  
Publicity Coordinator  
2017**

**Position Title:** Publicity Coordinator – West Island Citizen Advocacy

**Reporting to:** Executive Director

**Position Type:** Part time (21 hours/week); contract starting immediately until March 31, 2018.

**About the Organization:** West Island Citizen Advocacy's purpose is to improve the quality of life and defend the rights of all those who are living with a handicapping condition or who are disadvantaged (protégés), by supporting them and matching them with competent volunteers (citizen advocates).

**Role:** The Publicity Coordinator has a pivotal role in assisting the Executive Director as the liaison for all communications.

**Primary Duties and Responsibilities:**

- **Publicity:**
  - Prepare press releases, communications for electronic boards, articles, PSAs about WICA including fundraising activities and public events;
  - Take photos and conducting interviews at various events and activities;
  - Update social media content for website, Facebook, etc.
  - Develop and maintaining media relations (TV, Radio, Print, etc).
  
- **Promotion:**
  - Create brochure, newsletters, information packages, posters, etc.;
  - Maintain ongoing relationship with suppliers.
  
- **Fundraising:**
  - Participate in organizing committees for fundraising activities;

- Provide support to Executive Director in preparing presentations, speeches, etc.

**Qualifications:**

*Education*

- CEGEP/College degree or equivalent in communications, marketing, journalism or a related field or equivalent experience. Experience working in the non-profit community sector an asset

*Knowledge, skills and abilities*

- Exceptional writing, editing and communication skill
- Fluent in English and French (spoken and written)
- Excellent interpersonal and organizational skills
- Proficient in Microsoft Office applications as well as media platforms
- Ability to manage multiple projects and priorities
- Comfortable working autonomously and as part of a team

Please submit your cover letter and CV to [mnewhook@wica-pcbo.com](mailto:mnewhook@wica-pcbo.com)