



Job Posting: Communications & Office Coordinator

Corbeille de Pain (CDP) is a non-profit charitable organization serving the West Island community of Montreal whose mandate is to provide food security programs for people in vulnerable situations. The Communications and Office Coordinator should see him/herself as a spokesperson for Corbeille de Pain and will ensure that our mission, vision and values are carried out.

Job Description

Reporting to the Executive Director, the Communications and Office Coordinator is responsible for creating and developing Corbeille de Pain's communications strategy while providing administrative assistance to the CDP staff.

Primary Duties and Responsibilities

Communications

- Create, develop and implement a plan, strategies, tools, and policies that support external communications, including an overall yearly organizational communication plan
- Create and maintain a consistent aesthetic for communications
- Ensure the distribution of pertinent information across all channels
- Create written and visual content for online and print communications
- Ensure adequate promotional material for all events and fundraisers
- Promote events (e.g. AGM, Fundraisers)
- Maintain, update, and develop CDP's website
- Write and create seasonal (4x/year) electronic newsletter
- Design and produce annual report
- Coordinate all mailings
- Develop, design, write and manage print communications material (newsletters, brochures, reports, flyers, posters, etc.)
- Work in collaboration with colleagues on program-specific communications projects

Office/Administrative assistance

- Maintain the physical and Google Drive filing system and Calendars
- Data entry/Database management
- Prepare and send invoices
- Produce and send out charitable receipts
- Participate in staff meetings, event planning committees, and other collaborative projects
- Organize office, event, and meeting logistics
- Troubleshoot technical and logistical issues
- Manage office supplies and equipment purchasing

Qualifications and Assets

- Experience in communications or marketing, particularly social media and newsletters
- Ability to write and share ideas related to topics of food and food security
- Experience in content creation and design



- Basic familiarity with Wix and Mailchimp
- Very familiar with Google Drive, docs, sheets, etc
- Bilingualism:
 - Strong writing, editing and synthesis skills for a broad audience in one language with advanced proficiency in the other
 - Ability to understand and communicate in both english and french
- Experience with fundraising campaigns, an asset
- Excellent organizational and time management skills, ability to meet deadlines and to work under pressure
- Strong interpersonal and communication skills
- Experience with office, data, and document management
- Ability to see big picture and plan for both immediate and long-term needs
- Experience working in the non-profit sector
- Familiarity with the Montreal food system, an asset
- Experience and understanding of food security issues
- Strong teamwork and collaboration skills
- Driver's license and access to a vehicle would be an asset.

Working conditions

- Minimum of 20 hours per week with possibility of increasing up to 30 hours a week, funding pending. Occasional evening and weekend work may be required.
- Start date: Beginning to mid June.

Applying

Please submit a cover letter and resume to corbeilledepain@gmail.com by May 13, 2022. Only qualified applicants will be contacted for an interview.