

JOB VACANCY

Job Title:	Content Coordinator (French Lead)
Department:	Marketing and Communications
Supervisor:	Manager of Marketing, Communication & Membership
Date:	February 2024
Schedule:	Full-time, hybrid

WHO WE ARE

The Cummings Centre's mission is to empower and enhance the quality of life of adults aged 50 and over by providing dynamic and innovative programs, social services, and volunteer opportunities in a vibrant, respectful, inclusive and compassionate environment. Building on its Jewish heritage, Cummings embraces people from all ethnic, cultural and socio-economic backgrounds.

JOB SUMMARY

Reporting to the Manager of Marketing, Communication & Membership, the Content Coordinator will develop, and review content presented on our Cummings Centre Website, social media pages, blogs, and other digital pages. They will be responsible for developing and implementing an editorial calendar. The Content Coordinator will work with the Digital Specialist, Graphic Designer, Communication Specialists and Website Technician to ensure that all content is informative, up-to-date and relevant, appealing to target audiences.

The Content Coordinator will also act as the project manager and be the liaison between the outside agency and manager on the coordination of our new WordPress Website.

JOB DESCRIPTION

- Develop and edit content presented on social and digital platforms, with a focus on French and bilingual content.
- Create and maintain content for the editorial calendar and work with Digital Specialist to implement
- Formulate a cross-platform content strategy.
- Act as the project manager for the new WordPress Website
- Assist with email marketing campaigns, surveys, as well as other tasks and projects, as needed.

JOB REQUIREMENTS

- Excellent writing and editing skills
- Bachelor's degree in Communications, Marketing, Journalism or related field
- Minimum of 2 years of experience working in digital content development
- Meticulous
- Excellent time management and organizational skills
- Strong knowledge of WordPress
- Ability to work with social media platforms and analyze metrics.
- Experience with Adobe programs such as Illustrator, InDesign, Photoshop an asset
- Ability to work collaboratively with a team, as well as independently, as needed.
- Knowledge of community and non-profit sector, an asset

We thank all interested candidates for their interest; only those considered for the position will be contacted for an interview.

We encourage people from minority and racialized groups to apply. We welcome diversity in our workplace.

Interested candidates may submit their resume to HR at: hr@cummingscentre.org