

JOB POSTING: Communications and Marketing Coordinator

Community Living Kincardine and District (CLKD) is inviting applications for a part-time, 20 hours per week, Communications and Marketing Coordinator position. As a member of the Administrative Support Team, you will be responsible for managing CLKD's communications, including marketing, fundraising initiatives, and a lead role in grant development. The Coordinator will work with agency staff to develop outreach materials and manage the agency's social media accounts, e-newsletter, and maintain consistency in the organization's messaging.

Our Mission

In collaboration with stakeholders, CLKD promotes and facilitates the full participation of people to lead enriched and meaningful lives.

Our Vision

An inclusive, caring community.

Position Responsibilities

- ❑ Generate, manage and post content on CLKD's social media channels to ensure they are dynamic, relevant and mission-driven
- ❑ Coordinate content, write stories and send monthly e-newsletter to promote awareness of CLKD activities and highlight successes that bring the agency's mission to life
- ❑ Conceptualize, research, write, edit, direct, and produce video stories that highlight inclusion
- ❑ Coordinate agency-wide initiatives tied to 'awareness' (i.e. World Down Syndrome Day, Community Living month, Inclusive Education month, National Disability Employment Awareness month, and International Persons with a Disability Day).
- ❑ Design and produce professional-quality print and online marketing materials (including flyers, posters, programs, signage, brochures, etc.); ensure all marketing materials are updated and compliant with sponsorship agreements or grant/funder requirements
- ❑ Gather, edit and maintain photo and video files from agency events/activities for ongoing use
- ❑ Research, identify, track and write grant opportunities from government, foundations, and the private sector; coordinate with staff to gather required information, manage timelines, and advance applications in support of organization sustainability.
- ❑ Design and implement a variety of fundraising approaches including direct mail, campaigns such as Giving Tuesday and year-end giving
- ❑ Plan, manage and oversee 2-3 major fundraising events per year including managing event logistics, recruiting volunteers/committee members, and creating marketing/promotional materials
- ❑ Develop advertising campaigns, maintain positive media relations, and analyze marketing needs

Qualifications and Position Requirements:

- ❑ Education and/or combined experience in the field of fundraising, public relations or communications, events management, or marketing (1-3 years of experience)
- ❑ Strong communication skills with outstanding writing and editing abilities
- ❑ A high degree of proficiency with MS Office, social media platforms and graphic design programs
- ❑ Must be available to work a flexible schedule
- ❑ A team player with a positive attitude and an ability to collaborate on projects
- ❑ Strong time management skills
- ❑ Vulnerable Sector Criminal Reference Check

Compensation and Benefits:

- ❑ Competitive Wages; \$31.86 per hour
- ❑ Strong organizational culture: CLKD continually values and recognizes the contributions of staff and volunteers, fosters strong team approaches, and is honest and inviting in its communication practices
- ❑ Supportive Leadership Team

Application Requirements:

- ❑ Qualified candidates will demonstrate their capacity by providing work samples; including newsletters, proposals, presentations, marketing material etc. Provide at least one example with written work (ie. newsletter)
- ❑ Candidates will be required to provide professional references if invited for an interview

Interested applicants are asked to submit a cover letter, resume and work samples (including any electronic work samples or links) to April Numan, Human Resources Administrator at anuman@clkd.ca no later than **Thursday February 19, 2026 at 12:00pm**.

Community Living Kincardine & District is an equal opportunity employer committed to an inclusive, barrier free recruitment and selection process. Applicants are encouraged to advise in advance if accommodation is required.