



End Homelessness Winnipeg is an Indigenous mandated, collective impact organization that is committed to ending homelessness in Winnipeg.

End Homelessness Winnipeg is guided by the Truth & Reconciliation Report and its Calls to Action.

Self-identifying as Indigenous or having first-hand knowledge or experience working with Indigenous communities will be considered an asset.

End Homelessness Winnipeg is proudly located on Urban Reserve Land.

Job Posting Communications Coordinator

Reporting directly to End Homelessness Winnipeg's Senior Director Reaching Home and under the guidance of and in consultation and collaboration with the Senior Director Strategy and Impact, the Communications Coordinator is responsible for performing a wide range of duties supporting End Homelessness Winnipeg Reaching Home's communication function, mainly those highlighting the impact of Reaching Home funding, accurately producing and distributing professional publications, videos and reports, representing End Homelessness Winnipeg as needed at events, and responding to communication and media inquiries relating to Reaching Home.

Key Duties & Responsibilities

- Compose material for a variety of audiences and purposes including social media, website, videos, media releases and other print and electronic communications
- Attend community visits, events and grand openings of Reaching Home funded projects to gather stories, photos and consent for reports, newsletters and other communications
- Develop visual content such as photographs, videos, illustrations and graphics
- Develop the Reaching Home communication strategy and plans as needed
- Accurately write, edit and proofread reports, calls for proposals, training materials, minutes, process manuals and other written materials
- Update the EHW website with Reaching Home content
- Design data reports ensuring reports are interesting, understandable and accessible
- Prepare PowerPoint presentations for community engagements, calls for proposals information sessions, training and other events
- Create and summarize surveys
- Create standardized templates for forms, letters and other printed or digital materials
- Maintain the Reaching Home contact list and records regarding Reaching Home Investments
- Coordinate the development of the EHW Reaching Home Community Plan and updates for the community, and the Community Homelessness Report for Infrastructure Canada
- Use social media platforms to promote and inform on EHW Reaching Home content
- Provide content for media requests
- Diplomatically respond to external and internal communications inquiries
- Participate in meetings and on committees, in working groups and on assigned projects to facilitate EHW Reaching Home communication priorities and deliverables
- Other duties as assigned

You are passionate about ending homelessness and have an in-depth understanding of homelessness and housing, as well as the needs of particularly vulnerable and over-represented populations and the issues affecting many homeless and low-income people. You also possess the following qualifications or an equivalent combination of education and related experience:

- As End Homelessness Winnipeg is committed to reconciliation and the inclusion of an Indigenous world view, experience with the practice of Indigenous culture, history, knowledge systems, and Indigenous community relationship building practices and protocols is required.
- Post-secondary diploma/degree in Communications with a minimum of two (2) years' related experience
- Knowledge of communication planning, implementation and evaluation
- Experience managing websites, social media accounts, newsletters, curating content and collecting data
- Excellent oral and written communication skills and the ability to professionally communicate to diverse audiences
- Demonstrated experience creating accurate and consistent communication materials and content
- Experience supporting graphic design relating to both print and electronic communications
- Experience writing and editing media releases and communicating with journalists and coordinating media interviews
- Ability to understand and embrace feedback in order to implement necessary revisions to processes and procedures
- Strong administrative, editing and research skills
- Exceptional organization and time management skills
- Experience with Indigenous organizations and in the non-profit sector is a strong asset
- Experience in digital media creation (audio, video, graphics)
- Experience with Microsoft Office (Word, Excel, PowerPoint, Outlook), WordPress, Adobe Creative Cloud, and social media tools
- A valid Manitoba driver's license and access to a reliable vehicle

Salary range: \$52,461 to \$60,816 depending on qualifications and experience.

This is a full-time, permanent position and is unionized under MGEU Local 439

Please forward cover letter and résumé, including the position you are applying for, by **3:00 pm, Monday, December 11th, 2023**, to: careers@endhomelessnesswinnipeg.ca

As an Indigenous organization, preference will be given to Indigenous (First Nations, Métis, Inuit) candidates meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter. We thank all applicants for their interest, but only those selected for an interview will be contacted.