

Job Posting: Communications and events coordinator
Part-time permanent position (21 hours/week including evenings/weekends)

POSTING #: KC-2022-004

Kemptville Campus is an educational and multi-use facility serving the community of North Grenville and surrounding area. The Campus includes 630 acres and 17 main buildings, as well as woodlands, cropland, wetland, greenhouses, an agroforestry centre, maple bush, and trails. The Campus is a nonprofit subsidiary of the Municipality of North Grenville and is overseen by a Board of Directors approved by Municipal Council.

Application:

The Kemptville Campus is seeking to fill the permanent, part-time position of Communications and Events Coordinator. Interested applicants may submit a cover letter and resume outlining their qualifications in confidence to the Executive Director at **Lsutherland@kemptvillecampus.ca** by 4 p.m. on **Wednesday, May 11, 2022**. *Interviews to be scheduled on Friday, May 13, 2022.*

Please quote “KC-2022-004.”

Reporting to the Executive Director (ED) and adhering to Kemptville Campus policies and procedures, the position is responsible for coordinating the communications function and supporting evening/weekend events and activities on campus. The Communications and Events Coordinator plays an active role in website management, social media, marketing, and event planning/support as the former college campus transitions to a fully functional education and community centre. This role is ideal for a student or recent graduate and could grow over time into a full-time role.

Responsibilities:

Website and communications (50%)

- Manage the Campus website and social media to develop an online presence for the Campus, including scheduling communications and tracking website and social media activity/metrics.
- Organize and promote events on Campus, such as open houses, press conferences, and community events.
- Produce and edit written content for Campus communications across platforms.
- Build email lists of community, school, and business/economic development stakeholders; publish an e-bulletin.
- Support the development of the Campus brand and coordinate signage projects, such as building signs and Campus wayfinding.
- Coordinate the design and production of published material, such as brochures, press releases, slide decks, annual reports, and posters/banners/signage.
- Assist in planning and evaluating communications strategy.

Campus events support (30%)

- Provide in-person support on Campus after hours for short-term rental liaison (e.g., audio-visual equipment troubleshooting, providing directions, unlocking and locking doors, contacting facilities management, custodians, or security as necessary).

Community engagement and other duties (20%)

- Work with the Municipality's economic development staff to coordinate a tourism strategy, including marketing of short-term facility rentals.
- Liaise with external groups and volunteers to organize Campus tours and trail clean-ups.
- Support artists and volunteers to implement the "pop-up art" installations and small-scale beautification projects envisioned in the Campus Master Plan.
- Teamwork and other duties as required.

Qualifications:

- Post-secondary degree in an area related to communications, public relations, marketing, or related (or equivalent education and training)
- Related experience (including co-operative work term, volunteer work) in website maintenance and social media (four months to one year)
- Knowledge of techniques for tracking and promoting web and social media content
- Demonstrated time management skills and the ability to work independently
- Excellent communication skills (written and verbal) in English and French
- A passion for engaging our local community in the regeneration of the Kemptville Campus!

Asset qualifications:

- Persuasive writing skills
- Creativity
- Graphic design and layout (e.g., in Canva, Adobe Photoshop)

What we offer:

- A \$21 to 23/hour payscale, depending on experience.
- A permanent role (21 hours per week) with some flexible hours.
- Hybrid (office/home) work location: communications and social media work may be performed remotely; events support work to be conducted on Campus, primarily during evenings and weekends; community engagement work will be a mix of in-person and virtual work. A laptop will be provided.
- You will be part of a small but friendly and growing team (currently four staff plus two independent contractors and a dedicated team of board members) working to fulfill our Campus' mission and build a thriving education and community centre!
- For the right candidate, an opportunity to "grow with the role."

We thank all candidates for applying; only those selected for an interview will be contacted.

Kemptville Campus is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.