



BC SOCIETY OF TRANSITION HOUSES JOB POSTING

Communications Coordinator

Part-time, contract position in Vancouver, BC

The BC Society of Transition Houses' office is located on unceded Coast Salish territory, shared by the Skwxwú7mesh (Squamish), xʷməθkwəy̓əm (Musqueam) and sə́lilwətaʔt̓/Selilwitulh (Tsleil-Waututh) Nations.

Overview of the BC Society of Transition Houses (BCSTH)

[The BC Society of Transition Houses](#) (BCSTH) is a non-profit umbrella organization that provides support to Transition, Second and Third Stage Houses, Safe Homes, Long-Term housing, PEACE (Prevention, Education, Advocacy, Counselling and Empowerment) and Violence is Preventable (VIP) programs and associated organizations supporting the needs of all women, youth and children who experience violence or are at risk of violence. BCSTH works from an intersectional feminist framework incorporating a critical lens to the systems of power. BCSTH is a member-based organization, and we exist in order to train and support the vital frontline services that our members provide and to advocate and ensure that their experience and expertise informs the government and the public. BCSTH began with 6 members in 1978 and today supports 135 members that offer over 200 programs. Our goal is to support our members and amplify their voices and work collaboratively to end violence against all women, children and youth.

Overview of BCSTH Training Coordinator Position

The Communications Coordinator is responsible for developing and executing strategic communication plans to promote the BCSTH's mission, programs and initiatives. Engaging through media relations, website and social media to raise awareness with our membership and the public. The Coordinator will collaborate closely with staff to amplify our online presence and strengthen community relationships.

The Communications Coordinator reports directly to the Executive Director and is expected to work from an intersectional feminist framework and to carry out the work of the organization to achieve the overall mission and the strategic plan for the organization as established and approved by the Board of Directors.



Key Responsibilities

1. Strategic Planning:

- Develop and implement comprehensive communication strategies aligned with BCSTH's goals and objectives.
- Create and manage an annual communications calendar, including key messaging and target audiences.
- Develop and execute social media campaigns to increase engagement and awareness.
- Manage and grow social media, ensuring brand consistency and engagement.

2. Content Creation and Distribution:

- Assist with BCSTH's website updates.
- Create compelling content for various channels like website, newsletters, social media posts, press releases and donor appeals.
- Assist with the content of the BCSTH annual report.

3. Community Outreach & Partnerships

- Cultivate and maintain relationships with media outlets, community organizations and potential funders.
- Develop press releases, media kits, and other communication materials for external stakeholders.

4. Fundraising and Donor Engagement

- Support the existing strategic and fundraising plans for BCSTH and the BCSTH Bursary Fund.
- Develop outreach initiatives and targeted messaging for campaigns and donor communications.

5. Measurement and Reporting:

- Track key metrics to evaluate the effectiveness of communication campaigns, including website traffic, social media engagement and media coverage.
- Analyze data to identify areas for improvement and adjust communication strategies accordingly.

6. Internal Communications & Collaboration:

- Work with staff to ensure community engagement aligns with organizational goals.
- Provide support for events and training.



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- Develop and disseminate internal communications to keep staff informed about organizational updates, successes and key initiatives.
- Ensure consistent messaging across the organization.

Core Competencies Required

1. **Change Facilitation:** Ability and willingness to learn and to be creative. Flexible when situations change, adaptable to new technologies and able to work in ambiguous environments.
2. **Communication:** Excellent oral and written communication skills. Strong listening skills. Chooses an appropriate medium for a message. Presents information clearly and concisely. Gives and receives feedback openly and constructively. Skilled at communicating organizational ideas, knowledge and issues with others using various communication tools. Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
3. **Stakeholder Focus:** Is dedicated to meeting the expectations and requirements of internal and external stakeholders. Able to build rapport with members, staff, volunteers and other key stakeholders. Able to secure trust and confidence. Able to engage with members and build long term relationships for the organization.
4. **Collaboration:** Builds partnerships and alliances, creates effective teams, looks for win-win solutions and ways to build participative and inclusive processes.
5. **Critical Thinking:** Analyzes and evaluates information and situations. Strong problem-solving, decision-making, and conceptualizing abilities.
6. **Organizational Acumen:** In-depth understanding of the non-profit sector, women's issues and anti-violence agenda. Good understanding of a governance and policy environment, including its culture, processes, procedures and how decisions are made.
7. **People Management:** Has good self-awareness, excellent listening skills, provides appropriate feedback when assessing performance. Understands and values diversity. Skilled at developing and coaching colleagues and volunteers and preventing and resolving conflict.
8. **Planning:** Ability to assess situations, set and monitor goals, delegate and evaluate outcomes.

9. **Ethics & Values:** Enacts a high standard of ethics and values in both easy and difficult circumstances. Embraces the values of BCSTH and embodies those values every day.

Qualifications

- Bachelor's degree in Communications or Marketing
- 2+ years of experience working in nonprofit communications including implementing communications strategies, content creation, and social media management
- Exceptional project management skills to execute communication plans effectively
- Proficiency in Microsoft Office Suite, basic HTML, Hootsuite, Word press, Constant Contact (knowledge of other social media management tools are a plus)
- Basic graphic design skills and proficiency with design software (e.g., Adobe Creative Suite, Canva) would be considered an asset
- Experience producing digital content
- Knowledge of social and web analytics
- Excellent verbal and written communications skills with attention to detail
- Ability to collaborate effectively with diverse stakeholders across the organization
- The Communications Coordinator is a part-time, contract position for 14 to 21 hours per week based in Vancouver, BC.
- Renumeration: \$31.00 - \$33.00/hour.

As an employer, BC Society of Transition Houses is dedicated to building an organization that reflects the diversity of our membership and the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity. We especially welcome applications from Indigenous persons, people of colour, persons with disabilities,



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persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage with diverse communities.

How to Apply

For more information about the position and BCSTH, please review the job description and visit our website: <http://www.bcsth.ca/>.

Please email your cover letter and resume to Amy S. FitzGerald, Executive Director at amy@bcsth.ca, by **Monday, February 24, 2025**.

We would like to thank all applicants for their interest in this position, however only applicants who are shortlisted for an interview will be contacted.