



APPLICATIONS ARE INVITED FOR THE POSITION OF

**Communications Officer**

**Salary: \$45,000 – \$48,000**

The Angel Foundation for Learning is a not-for-profit agency, and the official charity of the Toronto Catholic District School Board (TCDSB). Established in 1987, the Foundation is funded through program grants from provincial and municipal governments, combined with individual public and private donations, and corporate sponsorships. The Foundation's mission is to assist, inspire and nurture TCDSB students through its four wings of support: Student Nutrition programs; Guardian Angel Funds; School Allocation Funds; and Bursaries and Awards.

Reporting to the Manager, Communications, Events and Fundraising, the Communications Officer is a multi-media specialist supporting communications for the Foundation's core programs, with a focus on student equity and nutrition.

**Major Duties and Responsibilities:**

- Support the Manager, Communications, Events and Fundraising in the development and delivery of all traditional and online communications tools, annual reports, information brochures, newsletters, and social media posts to support the Foundation's programs;
- Daily content management of the AFL website and social media platforms (Facebook, Twitter, Instagram etc);
- Provide graphic design, create interactive digital art (GIPHS) and video content as required;
- Assist in the drafting/editing of print communications, story backgrounders and other media materials as required; and
- Assist in fundraising events planning.

**Qualifications:**

- A post-secondary degree or community college diploma in a related field (e.g. Communications, Marketing, Public/Media Relations, Journalism), and minimum two (2) years related work experience;
- Demonstrated proficiency in traditional and digital/online communications, graphic design and web-design/content creation through the use of software applications (Adobe Creative Suite, WordPress and MS Office 365 etc);
- Experience with daily web content management (WordPress), video and photo editing (Adobe Premiere, Photoshop) is an asset;
- Strong writing and proofreading skills, with experience in grant writing is an asset;
- Photography and videography skills;
- Event planning experience;
- Previous hands-on experience working with education sector and/or direct knowledge of the TCDSB community is an asset; and
- Valid Driver's License and access to a car is an asset.

**Individual must demonstrate the following:**

- Exceptional communication skills (both oral and written);
- Experience working in a team-based environment, self-motivated and be able to motivate and influence others, in supporting communications projects and deliverables;
- Ability to juggle multiple priorities, plan and execute range of special events and community projects, both independently or collaboratively as part of a team in a changing environment;
- Graphic design, digital and web media content creation and management experience (submit a digital portfolio if available)
- Understanding strategic use of social media and database driven website metrics (Google Analytics), and e-commerce technology;
- Knowledge of current marketing and communications trends;

**Hours of Work, Compensation and Benefits**

- The individual will work 37.5 hours per week based on a flexible schedule that may involve some early mornings, evenings and some weekends;
- The AFL follows the Ontario Ministry of Education school calendar with office closures for the Christmas Holidays (2 weeks), March Break (1 week) and immediately following the first week in July for the summer (6 weeks approx.).
- The AFL offers a hybrid remote work-from-home option featuring a minimum of 2-days in office.
- A health benefits package is available, with the Foundation paying the cost for single coverage.

**Note:** All positions with the Angel Foundation are one-year, term employment contracts aligned with the academic school year, as prescribed annually by the Ontario Ministry of Education. The employment period is from the first week of September to the first week of July. Records of Employment are issued for non-work/unpaid office closure periods when schools are not in session as noted above.

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Please submit your application and supporting documents via email by **no later than Wednesday, October 5, 2022 at 12:00 pm (Noon)** to John Yan, Executive Director, the Angel Foundation for Learning at: [john.yan@tcdsb.org](mailto:john.yan@tcdsb.org).

We thank all applicants for their interest, however, only those chosen for an interview will be acknowledged in writing. The Foundation strives to meet the accommodation needs of persons with disabilities. Applicants requiring assistance are encouraged to make their needs known in advance, during the application process.