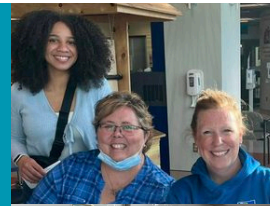


Marketing & Communications Coordinator



Cobequid
Health Centre
Foundation



Are you a team player, energetic, creative, and committed?

Do you love working with people?

If you are passionate about your community and impacting healthcare we would like to talk to you!

+ Who is Cobequid Foundation?

Cobequid Foundation supports the healthcare team at Cobequid Community Health Centre by funding priority medical equipment. With over 150,000 patients annually seeking healthcare and as home to Nova Scotia's second busiest Emergency Department, we go the extra mile for our patients.

Our communities' needs are diverse and ever-changing and Cobequid Health Centre continues to grow and change with them. At Cobequid, we're members of the community, dedicated to providing exceptional care close to home. We are people from the community, taking care of our community.

Candidates should have a strong commitment to equity, diversity, and inclusion, and engage with everyone respectfully, sensitively, creatively, innovatively, and with cultural understanding. We welcome all applicants and encourage those who self-identify as Indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities, and 2SLGBTQIA+ to apply and represent the communities that we support.

+The Opportunity

Cobequid Foundation is on an exciting trajectory of growth and is searching for an individual passionate about promoting community health, possessing logistical skills, and eager to make a positive impact. Join us on this journey!

Reporting directly to the President & CEO, the Marketing & Communication Coordinator will craft and execute a comprehensive marketing communications and public relations strategy that supports the mission of the Cobequid Foundation and aims to boost both fundraising success and public visibility. This role involves developing digital strategies to enhance the Foundation's fundraising efforts and profile across all social media platforms. The Coordinator will oversee the creation of all marketing and communication

materials for the Foundation, including the annual appeal, social media content, brochures, videos, donor impact stories, and presentations. In collaboration with the President & CEO, the Coordinator will also manage the production of two annual mailings of 60,000 pieces each, contributing significantly to their design elements.

+ Qualifications

- You graduated within the last 365 days* from a relevant post-secondary degree (public relations, communications, marketing) or equivalent training and experience.
- You describe yourself as outgoing, persistent, and energetic with superior people skills.
- You excel at multi-tasking, have great attention to detail, excellent organizational skills, and are adaptable to rapidly changing situations and demands.
- You work well both independently and as a team player.
- You have excellent written and verbal communication skills as well as great computer skills.
- You like to add humor and creativity to your job.
- You have excellent problem-solving ability, are innovative and creative, with a willingness to learn.

+ Important Details

- Hours of work: Monday to Friday 9:30 am - 5:30 pm (37.5 hours a week).
- Collaborative office environment. 100% in-person role.
- Location: 40 Freer Lane, Lower Sackville, NS.
- Wage Band: \$38,000-\$48,000
- Benefits: Medical, Dental, Pension, Onsite Fitness Centre, 2-weeks vacation, lieu time benefit
- Successful completion of a criminal records check is required.
- Possession of a Nova Scotia Driver's License and access to a vehicle essential.
- Apply today: Submit a cover letter and resume to stacey.chapman@nshealth.ca. Reviewing of resumes/cover letters as received.
- Learn more about us on our website: www.cobequidfoundation.ca, Facebook, Instagram, X, Threads, TikTok & LinkedIn.

*grant funding requirement