



L'ARCHE SUDBURY – DEVELOPMENT & COMMUNICATIONS COORDINATOR- INTERN POSITION

Position: Development & Communications Coordinator

Start date: July 2015

Hours of Work: 5 days per week- 40 hours

Responsible To: Executive Director

L'Arche Sudbury provides a vibrant community life, daily living and employment supports, to adults with intellectual disabilities. L'Arche Sudbury is founded on the values of inclusion, and is one of over 149 communities worldwide where people with and without intellectual disabilities live and share life together.

Position Summary:

L'Arche Sudbury seeks a highly organized and motivated person to join our dynamic team in the capacity of Development & Communications Coordinator. The Development Office at L'Arche Sudbury manages activities and projects that grow the organization's capacity through outreach, fund development, branding, and community partnerships. It is an exciting time for L'Arche Sudbury as we look to increase strategic direction, foster new ideas, and develop innovative plans for the organization's fundraising and communications activities. This role is a core support to all activities within the organization. This includes tasks and activities related to fundraising, event coordination, social media, marketing, and donor management. L'Arche Sudbury offers a welcoming work environment and encourages personal growth and development.

Major Responsibilities:

- Special event coordination
- Management of L'Arche Sudbury's social media platforms (including content sourcing/development, content planning, and the development of a social media strategy)
- Develop, produce, and distribute L'Arche Sudbury's Bi-Annual Newsletter
- Support development, production, and distribution of L'Arche Sudbury's Annual Report, and other communications materials
- Manage L'Arche Sudbury's donor database, including donation and data entry, generating fundraising reports, and liaising with finance team to facilitate book keeping processes.
- Manage administrative tasks such as mailings, filing, proposal submission, and general upkeep of the development office
- Research and implement innovative new fundraising strategies and communications/PR activities.
- Manage relationships with vendors (such as printers, IT services etc.), media contacts, and stakeholders

Foyer Emmaus House
1241 Parisien Ave.
Sudbury, ON P3A 3B5
(705) 560-1966

Foyer Galilee House
26 Palisade Place
Sudbury, ON P3A 5Y8
(705) 524-7883

Foyer Bethany House
1292 Roy Ave.
Sudbury, ON P3A 3M8
(705) 560-7520

Community Participation Program
Programme de Participation Communautaire
1292 Roy Ave.
Sudbury, ON P3A 3M8
(705) 524-3027

- Take the lead on annual and ongoing projects such as the development of an alumni network
- Other duties as assigned by the Community Leader or designate
- Attend activities hosted by the L'Arche Sudbury community

Skills & Aptitudes:

- Possess a degree or diploma and the candidate must have graduated within the last three years from an accredited college or university. Candidates must be graduates of post-secondary degree or diploma programs in fundraising, marketing, or communications.
- The person must not have participated in an intern program previously
- Willingness to work with the agency under the guidelines of an internship
- Commitment to attend 2 Economic Development Certification seminars at the University of Waterloo
- Ability to articulate and live the mission of L'Arche
- Knowledge of and experience in fundraising, marketing, and communications
- Event planning experience
- Proficiency in: MS Office (Excel, Word, PowerPoint, Outlook) and experience working with donor database software
- Knowledge of Adobe Creative Suite and experience in graphic design and web design an asset
- Experience in project management an asset
- Grant writing experience an asset

The ideal candidate will:

- Be comfortable with people with intellectual disabilities
- Work well in a team, but have the initiative to work independently
- Have experience in the non-profit sector with an understanding of the sub-sector of social services
- Be outgoing, self-motivated, and a strategic thinker with fresh ideas and an enthusiastic approach to their work
- Have the confidence and experience to spearhead projects and activities assigned
- Be organized with excellent attention to detail
- Have excellent verbal and written communication skills
- Take a learning/growth-based approach to their work with strong analytical skills
- Have a desire to participate in L'Arche Sudbury's community life
- Has a valid driver license (G)
- French language skills an asset
- Available for working on weekends and evenings as needed

Salaries and Benefits:

The salary is approx. \$34,000.00 annually, including 2 weeks of paid vacation and full benefits.

If you are interested in this position, please submit a cover letter and resume to jennifer.mccauley@larchesudbury.org to the attention of Jennifer McCauley by June 14, 2017