



Job Title: Communications Specialist
Reports to: Sam Baio, Founder, Socks for Change
Location: Niagara Region

Socks for Change is a Niagara based registered charity that donates new warm socks and winter wear to men, women and children across the Niagara region during the winter months. Visit www.socksforchange.ca for more information.

Summary of Position:

We are searching for a passionate, energetic self starter with excellent communication, analytical and organizational skills that enjoys taking initiative, working in a fast paced environment and values giving back to their community. The Communications Specialist works closely with our Founder and the Board of Directors to assist with Socks for Change administration and communications, donor and sponsor relations, social media management, data management and program oversight. The Communications Specialist is expected to primarily work remotely. The position is for a renewable seasonal six month contract, requiring a flexible 24 hours per week schedule, as the Specialist will be expected to be in regular communication with the Founder, populate social media on a daily basis and attend meetings with the working board. Compensation for this role has been approved at \$25/hour.

Key areas of responsibilities:

- Donor, sponsor, media and external communications including the creation and distribution of application forms, letters, invoices, tax receipts, media releases, content for social media and internal communications including meeting minutes
- Manage all communications with all stakeholders (email, phone, social messages)
- Act as primary liaison with community partners, schools, donors, sponsors and volunteers
- Management, creation and delivery of Socks for Change Instagram, Twitter and Facebook content
- Regular updating of website to reflect seasonality/marketing and special events and promotions
- Design and distribution of all communication pieces (posters, infographics, emails, handouts, social posts, etc.)
- Database management of all community partner, school, donor and sponsor information
- Coordination of meetings, special projects and events
- Completion of expense reports, processing of invoices, packing slips/inserts for all deliveries to partners, donor reporting and other administrative duties
- Preparation, review and assistance with presentations and reports when necessary

Qualifications and Experience:

- Experience in an administrative role
- Strong business acumen and professional communications experience
- Strong social media management skills (LinkedIn, Instagram and Facebook platforms)
- Ability to work independently
- Proficient with Microsoft Office Suite and computer applications (Outlook, Word, Excel, Power point, Gmail, Dropbox, Google Sheets)

Knowledge, Skills and Attributes:

- Passionate and compassionate
- Highly organized with the ability to prioritize and manage multiple tasks and meet deadlines
- Demonstrated leadership skills, including the ability be proactive, test new ideas and problem solve
- Excellent attention to detail and a quick learner
- Advanced written/verbal communication and diplomacy skills

- Ability to organize moderate amounts of business information and develop into cohesive, professional reports and presentations
- Project and planning skills
- Ability to establish and maintain strong interpersonal relationships
- Solid understanding of the Socks for Change story, mission and goals
- Curiosity in making a difference, learning and having fun along the way!

Please email your resume to yizzajody@gmail.com on or before September 10th, 2021.