



Communications Coordinator (PT Salary, 25 Hours/week)

Are you a passionate development professional looking to apply your creative energy and talents to meaningful work that serves people in your community? We hope to hear from you!

Dogs with Wings Assistance Dog Society (DWW) is a mighty non-profit agency that transforms the lives of individuals and social service agencies by providing highly trained Assistance Dogs to clients. In cooperation with a team of professionals and volunteers, we aim to increase our charitable efforts, engage key stakeholders, and drive our philanthropic success forward. We are seeking to fill a permanent part-time, 25 hour/week hybrid Communications Coordinator position, starting as soon as possible.

Key Areas of Responsibility

- Create meaningful creative content that shares the DWW story professionally, creatively and meaningfully through testimonials, videos, impact statements, and posts
- Take engaging videos and pictures of the puppies and dogs and post on socials
- Manage all social accounts ensuring brand integrity and consistency
- Attend events and presentations when required
- Reshare Raiser content and support volunteers in their social media accounts
- Create meaningful marketing materials/items and captivating program showcases for print and email distribution to various stakeholders
- Create compelling thank you's and recognitions focused on gratitude and retention
- Participate in training and professional development courses and activities

Skills and Abilities

- #1 for DWW is a love of animals and the work of Dogs with Wings!
- Empathy for unique client challenges with creative impactful storytelling ability
- Ability to work with a strong team of professionals to enhance the DWW brand
- Creative, professional, and a keen eye for details that matter
- Outstanding communication and time management skills
- A positive, empathetic, engaging, respectful personality that translates well online and in print materials
- Schedule flexibility to meet daytime and event needs (may be evenings/weekends)
- Pursue work/life balance with passion, dedication, and the need to succeed



Qualifications

- **Completed** post-secondary diploma or certificate in a relevant program that benefits our mandate, vision, goals and mission. (Marketing, graphic design, social media preferred.)
- At least three (3) years of marketing/communications, non-profit experience
- At least three (3) years of experience in a professional position with demonstrated positive outcomes and verified online success

This position reports to the CEO as a hybrid position working at various locations in the community with the Canine Team (typically local) and at events/organizations/facility as requested by the Development Team. A valid license, insurance, and vehicle is required. A satisfactory (completed annually) criminal record and vulnerable sector check is required for all DWW employees. Dogs with Wings reimburses mileage and costs for work related purposes.

This position is entitled to one (1) wellness day per month, one (1) week of holidays per calendar year, eight (8) sick days per calendar year, a generous paid holiday closure at the end of each year, flex time, 50/50 cost shared life, health, dental benefits after the completion of a successful ninety (90) day probationary period, and wellness benefits. DWW places emphasis on personal and professional wellness and offers partnerships with external organizations to support the wellbeing of our staff, volunteers, and dogs. **The yearly salary for this PT position is \$35,000.**

Application Deadline

January 19, 2026, at 5 pm or until a suitable candidate is found.

Application Process

To apply, please submit your resume and cover letter to CEO, Amanda Dubé by email to amanda.dube@dogswithwings.ca. We encourage all interested applicants to apply early as we may interview and hire prior to the end of the closing date to meet operational needs. Only those invited for an interview will be contacted. We thank all interested applicants and encourage you to stay connected to our organization!

We invite applications from all qualified candidates and welcome self-declarations of status in the interest of equity, diversity, and inclusion. If you require assistance with any part of the recruitment process, we encourage you to reach out to our admin team at transformlives@dogswithwings.ca.