



**Job Title: Communications Coordinator (25 hours / week)**

**Location: Dogs with Wings Assistance Dog Society, Edmonton, AB**

**Reports to: CEO**

Dogs with Wings Assistance Dog Society (DWW) as an ADI accredited organization and member of Humane Canada in our 30<sup>th</sup> anniversary year, breeds, trains, places, and supports PTSD/Trauma and Mobility Service Dogs. We also offer a Facility Dog Program that services the Stollery Children's Hospital, the largest Child and Youth Advocacy Centres in Western Canada, RCMP, Police Stations, Victim Service Units, and Courtrooms. Additionally, we support clients through our Therapy, Wellness, Companion, and Adoption programs.

We have a committed Board of Directors, a team of up to (typically) 20 diverse professionals, and over 200 volunteers who support the success of our operations. Our mission is to empower individuals through highly trained Service Dogs and a supportive community focused on transformative impact. Our vision is to transform lives, one moment at a time and advance the Service Dog sector. Our dream is wellness and support for all.

We are growing our team, and we'd love to hear from you!

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 (combination of day/evening/weekend hours). This position offers a great opportunity to strengthen existing partnerships, create new relationships, and expand DWW's organizational reach and impact in the community.

### **Key Areas of Responsibility**

- Create meaningful creative content that shares the DWW story professionally through testimonials, videos, impact statements, one-pagers and posts
- Take engaging videos and pictures of the puppies and dogs
- 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
- Review and edit materials for external use
- Participate in training, meetings, 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

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 Process

To apply, please confidentially submit your resume, cover letter, and a one-pager showcasing your design and/or storytelling skills prior to March 20<sup>th</sup> end of day, to our CEO, Amanda Dubé by email to [amanda.dube@dogswithwings.ca](mailto: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.