



# National Communications Coordinator

## Location

Montreal – Hybrid

## Position status

Full-time, 35 hours per week

## Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

## What do we offer?

- A hybrid working environment
- Support for a home office set up and monthly home internet allowance
- 3 weeks annual vacation (6% of earnings)
- 10 Health (sick) days and 2 personal days per year
- 12 holidays per year
- Participation in the Group Insurance Benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

## Job Overview:

Reporting to the National Director of Marketing and Communications, the Communications Coordinator will be responsible for coordinating the production of collateral, promotional and educational materials, facilitating development of organizational communiques and enewsletters, and providing administrative and coordination support for communications workflows and projects.



## What You Will Be Doing:

### Communications:

- Maintain Marketing-Communications intranet.
- Program and distribute a daily news bulletin to stakeholders.
- Establish a critical path for production of materials based on delivery deadlines.
- Support traffic flow of document creation and revision by liaising with suppliers, writers, designers, translators, and Foundation staff.
- Negotiate with production suppliers, with guidance from the Directors of Marketing-Communications and Programs and Public Policy as needed.
- Coordinate translation of materials, proofread as needed.
- Liaise with national directors and branch staff to determine scope of required materials, ie print materials, banners, promotional items, etc.
- Assist in content creation and programming of internal communiques.

### Administrative Support:

- Monitor email accounts to provide accurate and timely responses to inquiries.
- Produce and share metric reports with internal stakeholders.
- Format documents or develop new templates to ensure materials meet current accessibility standards; create training documents or templates.
- Provide direction to staff seeking Kidney Foundation assets, such as logo formats and standardized content materials.
- Support the development of Planners for projects.
- Coordinate development of POs and approval of POs and invoices; coordinate with accounting for efficient processing.
- This role provides on-site back up support for Reception. This entails on site coverage (minimum one day/week) and additional on-site coverage during vacation and/or sick time.

## Qualifications, Skills and Experience Needed:

- Formal training in communications or administration is required.
- At least 2 years' experience in a similar role.
- Advanced skills in Microsoft Office, specifically Word, Excel and Powerpoint.
- Self-motivated; ability to work under pressure and meet multiple deadlines.
- Excellent project management skills.
- Prior experience with news clipping services and production of materials is an asset.
- Excellent communication skills, both written and verbal.
- Fluently Bilingual, written and spoken.



- Experience with software such as Adobe Creative Suite (e.g., InDesign) is an asset, particularly with creation of accessible documents.

## How to apply?

Email your resume to: [resume@kidney.ca](mailto:resume@kidney.ca) (include “National Communications Coordinator” in the subject heading)

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for an interview will be contacted.

This position will remain open until a suitable candidate has been found.

## More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at [kidney.ca](http://kidney.ca)

**At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.**

**The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.**

*The Kidney Foundation of Canada complies with the requirements of Bill 96.*

*The Kidney Foundation of Canada complies with the requirements of Accessibility Act.*