

Volunteer Position: Communications Coordinator

Available Positions: 2

Description The communications coordinator will support planning and implementation of engagement strategies to engage the public and increase the organization's reach both online and offline. The communications coordinator will directly contribute to public awareness of Heritage events, advocacy and communicating progress on specific Heritage Regina campaigns.

Duties and Responsibilities

The communications coordinator will:

- Develop promotional program materials for Heritage Regina campaigns, such as brochures and related handouts
- Work with the Heritage Regina Chair and Communications Team to develop an engagement strategy for online and offline audiences
- Assist in managing social media activity and expand online networks
- Development of communications campaigns
- Coordinate web content and ensure that all information is accurate and up to date
- Coordinate content creation for newsletters (print and online) and website
- Write blog posts, as required
- Provide media relations support to program staff and events

Qualifications

- Marketing, communications and/or public relations experience
- Knowledge of key social media outlets (Facebook, Twitter, Instagram)
- Excellent writing and editing skills, with strong attention to detail
- Ability to use online tools to communicate with and engage members, donors, and corporate partners
- Outgoing, enthusiastic and creative
- Works well independently and as part of a team

Time Period This position requires a minimum 1 year commitment for 1-2 days per week for an average of 2 - 3 hours per week.

About Heritage Regina

Heritage Regina is a group of dedicated volunteers who strive to protect, promote, and advocate for Regina's heritage. Regina's heritage includes buildings, history, landscapes, streetscapes, and the cultural inheritance of the community. The vision of Heritage Regina is to

raise awareness and appreciation of the value of heritage and its importance to sustaining the culture and identity of the city