



Public Relations Coordinator (one year contract)

Reporting to the Assistant Executive Director, the successful candidate will be responsible for planning, coordinating, and delivering presentations about the Kent RSC. The individual will also be responsible for working with numerous partners in the region. In addition to presentations, the employee will be responsible for managing the organization's social media, website, and mobile application to ensure that citizens receive relevant and timely information from Kent CoSA.

Tasks & Responsibilities

The tasks of the Public Relations Coordinator are as follows:

- Promote the Kent RSC service offerings:
 - Create and publish social media posts,
 - Update documentations on the website,
 - Post meeting announcements on the website,
 - Plan public outings for the Kent RSC at community events,
 - Create and maintain partnerships with the media,
- Plan, develop, coordinate, and evaluate various educational workshops for organizations (school and community) in the region,
- Ensure the updating of the "Kent Services" mobile application,
- Educate and raise public awareness of the various programs and services of the Kent RSC,
- Preparing the text, editing, and publishing bi-monthly newsletters, and
- Any other duties as assigned by the Assistant Executive Director.

Working Conditions

- One year contract.
- Full time, 35 hours per week, Monday to Friday.
- The incumbent will be required to travel as part of their duties to accommodate different community groups in the region when offering presentations. Presentations and events may take place on evenings and weekends.
- Can occasionally work remotely.
- The work location will be at the Kent RSC's office in Bouctouche.
- The salary ranges from \$48,000 to \$69,000 annually.

Qualifications

The ideal candidate will have the following profile:

- Post-secondary degree related to education, communications/marketing or social sciences.
- Experience in a communications or public relations field is an asset.
- Able to speak and write in both official languages of New Brunswick.
- Strong communication skills (oral and written).
- Good analytical and decision-making skills.
- Creative, autonomous, team player and dynamic.
- Proficiency in Microsoft Office or similar software. Proficiency in graphic design programs will be considered an asset.
- Excellent organizational skills.
- Possess a valid driver's license and reliable transportation.

Anyone interested in this position can send their resume and a cover letter by email to Isabelle Godin, Assistant Executive Director, at info@csrkc.ca and put in the subject line "Job Opening - Public Relations".

Applications will be accepted until 11:59 pm on Wednesday, September 15, 2021.

Only successful applicants will be contacted for an interview.