



Communications and Member Engagement Coordinator

Reports to: Senior Manager, Communications and Member Engagement

Hours: 28-35 hours per week (part-time, reduced or compressed hours can be negotiated)

Compensation: starting wage \$49,263 to \$56,749, depending on qualifications and experience.
Maximum wage of \$67,727

Benefits: Starting at 15 days/year paid vacation, plus 2 annual discretionary flex days

Reduced work week in July & August with Fridays off

12 paid sick days/year

Extended health benefits

Matched RRSP payments at additional 5% of salary

Location: CHRA offers a hybrid work environment, with the possibility of remote work from anywhere in Canada.

Application: Send cover letter and resume to Leah Blunden, Senior Manager of Communications and Member Engagement, (Leah@chra-achru.ca) before 9:00 am ET, Monday, May 26. Interviews will be conducted on June 5-6.

CHRA's mission is to lead and provoke system-wide action toward the right to housing for all by serving as the national voice of the community housing sector and creating the conditions for community housing providers to achieve their goals.

Our strength comes from our members. As a national membership-based organization, we represent organizations and individuals from every Canadian province and territory. Our members include affordable and social housing providers, Indigenous housing providers, municipalities, provincial and territorial housing departments, housing associations and networks, non-profit organizations, business partners, and individuals.

CHRA's Communications and Member Engagement Coordinator supports our goal to put forth a strong national advocacy voice, and to consistently demonstrate the value of CHRA to all members. They manage CHRA's social media accounts, support all communications functions, manage the membership database, and coordinate membership onboarding, annual renewals, and membership enquiries.

The Communications and Member Engagement Coordinator reports to the Senior Manager of Communications and Member Engagement.

Responsibilities

Communications

- Manage all social media accounts and maintain multiple websites
- Coordinate website updates and new content
- Coordinate and publish a biweekly bilingual newsletter, along with other periodic mass emails to members
- Assist with copy editing, translation, graphic design, and the release of all CHRA publications
- Track media coverage and mentions of CHRA and its initiatives

Program Support

- Promote webinars, programs, and events
- Assist with event registration management
- Assist with fulfilling sponsorship commitments
- Assist with the production and distribution of printed materials for programs and events

Membership Support

- Assist in the implementation of member retention and recruitment strategies
- Assist in the annual membership renewal process
- Maintain and update the membership database
- Process new member applications and prepare welcome materials
- Manage bulk emails and communications to members

Assistance to the CHRA staff team

- Provide general administrative support to the CHRA staff team
- Respond to general inquiries
- Perform other tasks as assigned by the Senior Manager of Communications and Member Engagement or the Executive Director

Qualifications

Required:

- 1-2 years experience in communications
- Excellent written and oral communication skills, problem solving skills and the ability to work independently or in a group
- Familiarity with communications-related software, such as Canva, InDesign, Wordpress, Mailchimp or similar.

Additional assets:

- Strong preference will be given to candidates who are bilingual in English and French (English is required for the day-to-day functions of this position)
- Diploma in Communications, or similar field of study

- Experience in the community housing sector
- Experience with Customer Relations Management (CRM) software