

Communications and Development Coordinator

About PBLA

Pro Bono Law Alberta (PBLA) is a not-for-profit charitable organization with a mission to be a leader and valued partner in fostering pro bono contributions by the legal community to facilitate access to justice for Albertans. Our employees enjoy a collegial, professional, and flexible work environment, with opportunities for impact work and development.

Organizational Relationships

The Communications and Development Coordinator works with and reports to the Executive Director and may be supervised by the Director of Projects and Engagement. The Communications and Development Coordinator also supports other PBLA staff and programs when required.

The Position

The Communications and Development Coordinator develops, oversees, and implements communications and fund development strategies. This position supports the Executive Director in achieving strategic objectives and priorities.

This is a full-time position (35 hours/week) located in Calgary, Alberta, with occasional provincial travel.

KEY RESPONSIBILITIES

Communications

- Work in consultation with the Executive Director to develop, implement and evaluate internal and external Communication Plans.
- Support the development and implementation of communication strategies for PBLA's programs and initiatives.
- Lead the generation of content for social media, websites, blogs, newsletters, press releases and any other distribution channels.
- Coordinates the design of reports, publications, and other marketing products.
- Coordinate webpage administration and manage online/social media platforms.
- Liaise with consultant for website maintenance.
- Track, evaluate and grow social media and marketing metrics.

- Develop and implement communication platforms and strategies for various segments of the legal community.
- Work with PBLA partners, relevant professional bodies, and access to justice stakeholders to facilitate communication about pro bono initiatives and opportunities.
- Support external communications with media, community partners and other stakeholder groups.

Development

- Work with the Executive Director and/or Director of Projects and Engagement to build and foster relationships with existing and potential donors.
- With the Executive Director, identify, prospect and research fund development opportunities.
- Develop and implement solicitation plans.
- Assist with grant and proposal writing, as required.
- Prepare fulfilment and stewardship reports as well as other fund development materials.

Event Coordination

- Plan and manage organizational events including promotion, logistical planning, and sponsorship solicitation.
- Support the delivery of PBLA flagship events.

Other operational and program support, as needed.

The Person

Skills and Characteristics

- Experience in the development and implementation of social media platforms and policies.
- Strong proficiency in managing social media and digital marketing platforms.
- Excellent writing abilities for different channels (reports, social media, etc.), with strong attention to detail.
- Skilled in creating, editing, and promoting written and visual content.
- Excellent relationship building skills and the ability to work collaboratively with external and internal partners.
- Excellent judgment, analytical, and decision-making skills.
- Self-starter, with a strong disposition to work independently and in team settings.
- Strong interpersonal and verbal communication skills.
- Confident with Microsoft Office Suite, website content management (WordPress), email marketing (Constant Contact) and social media networks.

Qualifications/Experience

- A post-secondary degree in communications or related field and/or related experience.
- A demonstrated commitment to the advancement of social justice.
- Some experience raising funds and planning events is preferred.
- Familiarity with layout and design software (e.g. Adobe suite).
- Familiarity with photo and video-audio editing software.
- Experience with SEO and editing HTML or CSS files.

- Experience working for a not-for-profit agency and/or a law-related organization is a definite asset.

How to Apply:

Interested and qualified candidates who meet the above requirements should apply by sending a cover letter, résumé and two letters of reference to the attention of:

Nonye Opara, Executive Director
Pro Bono Law Alberta
301, 255 – 17 Ave. SW
Calgary AB T2S 2T8

Or by e-mail to

Marilou Stegmeier, Finance and Administrative Coordinator, at: admin@pbla.ca

PBLA is an equal opportunity employer. We offer a competitive salary that is commensurate with non-profit industry standards and appropriate for a charitable organization of our size, as well as a great benefits package.

This competition will remain open until a suitable candidate is found. Note that applications will be reviewed as they are received, and interviews will commence immediately with suitable candidates. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.