



301, 255 – 17 Ave. SW Calgary, Alberta T2S 2T8
www.pbla.ca

Communications and Development Coordinator (Maternity Leave Coverage)

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. 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 temporary, full-time (35 hours/week) contract position between August 2022 and August 2023.

Location

The successful candidate will be required to work in person, 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, podcasts, press releases and any other communication and marketing channels.
- Coordinates the design of reports, publications, and other marketing products.
- Coordinate webpage administration and manage online/social media platforms.
- Liaise with relevant consultants for website maintenance.
- Track, evaluate and grow social media, marketing and other communication 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 to build and foster relationships with existing and potential donors.
- Work with the Executive Director to 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

This position will appeal to an energetic, highly organized, patient, and open-minded, professional who thrives in small teams and fast-paced environments, and loves opportunities to apply and develop their skills through a range of tasks.

EDUCATION AND SKILLS REQUIRED

- A background in communications and interest or experience in development.
- A demonstrated commitment to the advancement of social justice.
- A post-secondary degree in communications or related field and/or related experience.
- Experience in the development and implementation of social media platforms and policies.
- Intermediate experience with event planning together with knowledge of, or experience with fundraising is preferred.
- Confident with Microsoft Office Suite, website content management (WordPress), email marketing (Constant Contact) and social media networks (LinkedIn, Facebook, Twitter, Instagram).
- Experience with graphic design, video editing and Adobe Creative Suites would be an asset.
- Strong relationship building skills and the ability to work collaboratively with external and internal partners.
- Superior writing and editing skills, with excellent attention to detail.
- Strong interpersonal and verbal communication skills.
- Excellent judgment, analytical, and decision-making skills.

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- Open and inclusive mindset with a disposition to sharing ideas and receiving feedback.
- Ability to work in a flexible environment with changing tasks and projects from week to week.
- Self-starter, with a strong disposition to work independently and in team settings.
- Experience working for a not-for-profit agency and/or a law-related organization is a definite asset.

How to Apply

Interested 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 industry standards and appropriate for a charitable organization of our size.

This competition will remain open until a suitable candidate is found but first round of interviews will be conducted between July 18 and 22, 2022. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.