



## **Communications Coordinator – APPLE Schools**

[APPLE Schools](#) is seeking a strong, talented writer and enthusiastic self-starter to take the lead as a full-time communications coordinator.

The successful candidate must possess knowledge of communications best practices to produce compelling content for various audiences, including funders and school health promoters. As the sole communications staff member, this person will be the lead advisor on communications matters, while working in a collaborative, small-team environment supporting healthy kids in healthy schools.

### **As our communications coordinator, you get to:**

- Produce persuasive grant proposals to help secure funding.
- Create compelling and professional reports to funders on a regular basis.
- Curate the bi-weekly newsletter for school health promoters.
- Produce and edit various copy as needed.
- Ensure consistent branding for APPLE Schools.
- Produce and execute an annual communications plan.
- Manage the website and social media accounts, sharing stories and developing content.
- Work with a graphic designer to develop promotional items (e.g., banners, brochures, handbills, or posters) as needed.
- Provide support at knowledge exchange events, as needed.
- Coordinate media relations tasks as needed.
- Identify tasks or projects that will benefit APPLE Schools.
- Other related duties as required.

### **Qualifications:**

- Two or more years of experience working in communications.
- Proficient, versatile writing skills are a must.
- Takes initiative in finding solutions and opportunities to support APPLE Schools.
- Motivated self-starter.
- Certificate or degree related to communications, public relations, or journalism.
- Comfortable with Microsoft Office applications and social media platforms.
- Works well independently.
- Ability to work with a dynamic team.

Salary commensurate with experience and education.

**Please apply by June 8, 2018. Include references. Send to:**

Nicole Deschner, Knowledge Exchange Assistant

[Nicole.Deschner@appleschools.ca](mailto:Nicole.Deschner@appleschools.ca)

780-492-0361

*Only candidates selected for an interview will be contacted.*