



MacPhee Centre for Creative Learning

Communications Coordinator

Title: Marketing and Administrative Coordinator
Reporting to: Executive Director
Work Location: Dartmouth NS
Start Date: May 16, 2022
Application Deadline: April 16, 2022
Classification: Part-time (30Hrs/ Week)

About the MacPhee Centre

MacPhee Centre for Creative Learning is a non-profit organization that supports youth between the ages of 12-19 to access their own individual creativity and a path to success by connecting passion with purpose through the arts. Located in downtown Dartmouth, this community hub inspires creativity and confidence by offering free and unique programs in visual arts, music, videography, creative writing, and technology in a safe and inspiring space.

By bridging the learning gap for those who are disengaged from traditional education, or with barriers to accessing creative learning, the MacPhee Centre is a space where youth develop confidence, lifelong learning skills, an appreciation for the value in giving back to the community and increased potential for employment in our communities. At the MacPhee Centre, we all take charge and work hard to create and maintain a beautiful space for youth.

We achieve our mandate in 4 distinct ways:

1. In-person and virtual programming facilitated by professionals in the creative industry
2. Active collaboration with Junior and High Schools to create co-curricular learning opportunities
3. Partnerships with kindred youth organizations to increase opportunities for youth; to become a hub for communication and outreach; and to maximize outcomes and use of resources
4. Summer and March Break camps to continue the creative learning journey over the summer months.

MacPhee Centre's flywheel is beginning to turn. We are now firmly planted in Halifax's charity landscape; more youth and families are seeking us out and we are gaining recognition throughout the community as good collaborators and thought leaders. The Marketing and Administrative Coordinator will have the opportunity to creatively lead and build on these achievements.

Position Summary

Our organization is in need of an enthusiastic and professional Marketing and Administrative Coordinator. The successful individual must be self-motivated, dependable and highly organized with the ability to manage competing priorities in a fast-paced environment. We are looking for an individual with a positive attitude who wants to grow their skill set in a supportive company that values collaboration.

Duties and Responsibilities:

Marketing and Communications

- Design marketing materials for programming, fundraising, and community awareness using software such as Adobe InDesign
- Prepare press releases and e-newsletters using Keap/InfusionSoft and MS Office programs
- Create templates and collateral for the Centre
- Lead social media management
- Manage website updates
- Support MacPhee Centre's Marketing Committee initiatives

Administration

- Events planning and management
- Assist with administration tasks related to programs and finance
- Support youth and community tours of the Centre
- Maintain an organized space at the centre
- Receive and forward communications to different staff and departments
- Provide other general office and programs support as required

Qualifications

- Passionate about helping youth achieve their full potential
- Post-secondary education in a related field
- Highly organized and able to create an organized and easy-to-follow system for others
- Interest in strategic planning and development of communication and marketing plans
- Experience with graphic design software skills
- Advanced computer skills including the use of MS Office applications
- Ability to work flexible hours to accommodate program times
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Motivated, with the ability to take on tasks and duties without immediate direction
- Experience in non-profit and public relations functions considered an asset

If this is you, please forward your resume and a thoughtful letter explaining how your accomplishments and experience will meet the needs of the MacPhee Centre for Creative Learning. Applications can be emailed to employment@macpheecentre.ca, quoting the job title in the subject line.

If you have any questions, please contact Sharon Ishimwe, Executive Director, at Sharon@macpheecentre.ca or (902) 989-2952.

The MacPhee Centre strives to honour inclusive hiring practices. We offer an environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance. We are a youth-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of youth in our programs.