

Matthew House Refugee Welcome Centre
Windsor Baptist Refugee Mission

Job title	<i>Digital Communications Coordinator</i>
Reports to	<i>Resource Development Coordinator</i>
Status:	1 X Temporary Full-Time
Hours and Rate:	\$17.85 per hour for 35 hours per week

Position Summary:

Under the guidance of Matthew House's Resource Development Coordinator, the Digital Communications Coordinator will design digital communications pieces aimed at connecting with Matthew House's current and potential donors and partners across a variety of digital platforms.

Key responsibilities: Digital content creation, scheduling of posts, administrative support.

Duties and Responsibilities

Digital Content

- Utilize a variety of tools to create static and video promotional content that is consistent with Matthew House branding and increases audience engagement.
- Schedule and post content to social media accounts, agency website, and newsletters.
- Capture photo/video content and stories of refugee claimant successes.
- Write stories and bios for web and social media publication.
- Research best practices for content creation and posting.
- Maintain statistics on response rates.

Administrative Support

- Assist with Donor and Partner communications.
- Assist with projects and events.
- Welcome and provide tours for guests (donors and partners) at Matthew House.

Due to the nature of our work, Matthew House emphasizes team work and the Settlement Support Worker may be required to assist other staff, volunteers, and donors from time to time, and as their own workload permits.

Other duties and special projects may be periodically assigned by Supervisor.

Preferred Qualifications

- Passion to support people from diverse backgrounds
- Post-secondary degree in communications, graphic design, or other related field
- Aged 15 – 30 years on start date,
- Canadian citizen, permanent resident, or a "protected person" (granted refugee status),
- Proficient with Canva, Office365, and digital content tools.
- Excellent oral and written communications skills.
- Experience working cross culturally and comfortable with diverse languages
- Ability to take the initiative and to work in a fast paced, team environment
- If you really want to impress us, **incorporate the word HOPE** in the opening line of your cover letter and be sure to email as instructed.
- As condition of employment, must:

- Provide a Vulnerable Sector Police Clearance
- Complete an Oath of Confidentiality

Direct reports

- none

Approved by:	<i>mm</i>
Date approved:	<i>12/01/2019</i>
Reviewed:	<i>2025-04-15</i>