

JOB POSTING

If you're looking for a fast-paced environment where you can realize your potential and make a real difference in your community then **JOIN US!**

At New Circles Community Services, our mission and vision is to empower people to build better lives by providing basic needs such as clothing, connections and training. We're committed to delivering high-quality, coordinated communications that strengthen relationships with our donors, partners, and the community members we serve.

Help us tell our story and grow our impact by bringing your experience as a **MARKETING & COMMUNICATIONS SPECIALIST** (12-month contract) to our office in North York, where you will perform a variety of tasks, some of which are listed below:

- Plan, create, and manage content across newsletters, website, social media, email campaigns, donor communications, event materials, and other marketing collateral, ensuring accuracy, approvals, and on-time delivery
- Maintain consistent brand voice, visual identity, and messaging across all internal and external channels
- Manage social media content calendars: draft, schedule, and publish posts; monitor engagement; recommend ways to grow reach and audience participation
- Support fundraising and stewardship communications, including campaign materials, donor updates, thank-you/recognition messaging, and impact storytelling
- Maintain and update website content to keep it accurate and aligned with current programs and priorities
- Prepare press releases, media advisories, and routine media responses for approval; monitor media coverage and maintain media contact lists
- Support marketing/communications coordination for events, outreach, and volunteer engagement with respect to timelines, assets, approvals and promotional materials
- Occasional evening or weekend work required to support events, campaigns, or urgent communications, with some local travel required for events, meetings, community outreach, or content gathering

What we are looking for:

- Post-secondary education in marketing, communications, public relations, journalism, nonprofit management, or a related field (experience will be considered)
- 3 years experience in marketing, communications, fundraising communications, community engagement, or a related role; nonprofit experience is strongly preferred
- Proficiency with Microsoft Office and common digital communications tools
- Strong writing, editing, proofreading, and storytelling skills, with the ability to adapt tone and content for different audiences and channels

WHY JOIN US?

- Make a meaningful difference in the lives of more than 30,000 community members each year through Toronto's largest free clothing bank.
- Be part of a small, collaborative team where your ideas, contributions, and initiative are seen and valued
- In-Office Position working 9-5, Monday to Friday

- Competitive salary and benefits – salary range of \$55K – \$65K

We will look at every resume and will consider anyone with an interest in sharing our commitment to providing high-quality services, however depending on the job posting site, AI may be used to assess and/or select candidates.

Diversity at New Circle's means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to, in ways that, fully develop and utilize each person's talents and strengths. In addition, New Circle's values the diversity of the people we hire and serve therefore if we can make this easier through accommodation, please let us know, at any time throughout the recruitment process.