



Native Council of PEI

Job Posting – Marketing and Communications Coordinator

Job Title:	Marketing and Communications Coordinator	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Travel Required
Wage:	\$25 per hour based on experience	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com	Date Posted:	Date Posted
Website:	http://ncpei.com/employment/	End Date:	8 months with possibility of extension

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources-Subject Line- Marketing and Communications Coordinator -Fax Number-(902)368-7464

Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Marketing and Communications Coordinator will lead an 8-month project focused on the creation and execution of an awareness and fundraising strategy to support the Native Council's newest initiative, Geggunas'g House, an Indigenous shelter for women, 2S peoples and their children escaping gender-based/family violence. The role will involve the creation of social media supports for Geggunas'g House, along with supporting and managing the Native Council of PEI's social media presence. This position would be ideal for a goal oriented, self starter that thrives in a fast-paced environment.

ROLE AND RESPONSIBILITIES

- Seek potential sponsors and donors and build strong relationships with those donors.
- Manage Geggunas'g House and NCPEI's social media presence with a strong focus on advocacy.
- Cultivate and manage a pipeline of prospective funders (foundations, individuals, corporate partners).
- Lead the development of compelling proposals, pitch decks, and case statements.
- Prepare and manage grant applications, reporting, and compliance.
- Steward relationships with current donors through regular updates and engagement.
- Identify new funding opportunities and partnerships to support Geggunas'g House.
- Design and refine internal processes for tracking fundraising progress and donor engagement.
- Co-facilitating community event planning with a goal to raise awareness of Geggunas'g House.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in communications, marketing, business or related field.
- 3-5 years of fundraising or business development experience, preferably in a non-profit environment.
- Confident relationship-builder and self-starter who is motivated by purpose driven work.
- Organized, detail-oriented, and able to manage multiple priorities.
- Strong communicator with excellent writing and presentation skills including public speaking.
- Comfortable with donor engagement and making fundraising asks.
- Experience or strong interest in supporting those facing Gender-Based Violence.
- Advanced knowledge/experience with Microsoft Office Suite.
- Working knowledge of the history relating to Indigenous peoples in Canada considered an asset.
- Criminal Record Check clearance.