

Communications Coordinator (Temporary, Full-Time)

Victoria Hospice Society:

At Victoria Hospice, our mission is to enhance the quality of life for those facing life-limiting illness, death and bereavement through patient and family centered care, education, research and advocacy.

Description:

Reporting to the Director, Communications and Engagement, the Communications Coordinator participates as a team member to deliver public and internal communications that align with the values and mission of Victoria Hospice. The coordinator creates content and supports systems and platforms that deliver content. The coordinator creates web and social content, writes short-form stories, news, and event posts, maintains current web content, and supports a web and intranet renewal project, among other projects and tasks that ensure the effective delivery of communication.

What you'll do:

Content Creation

- Write short form stories and content with the support of the manager to ensure compelling messaging that aligns with the organization's strategic communication goals.
- Create content for donor and internal newsletters that demonstrate the impact and initiatives of VHS organization to build engagement
- Enhance online engagement and presence by producing social media content, inclusive of photos and videos
- Use MailChimp for internal newsletters

Website

- Contribute to the development and engagement of online platforms to ensure user needs and organizational standards are met
- Handle day to day website maintenance and updates to ensure the site is current, functional and user friendly
- Track content and technical updates to ensure the website is reliable and relevant
- Work collaboratively with individuals across the organization to prepare and publish content
- Monitor web contact forms to deliver timely and accurate responses to inquiries
- Support fundraising and operational efforts through the generation and maintenance of online donation forms
- Handle on-site ecommerce and event registration, supporting a positive experience for participants
- Maintain on brand image libraries that are consistent and high quality to ensure visual communication aligns with Victoria Hospice identity and values
- Track analytics to measure effectiveness of website, providing insight into opportunities for improvement

Social Media

- Manage day to day posts, updates, monitors engagement on social media, maintains an active online presence that connects with the community
- Respond to direct messages on social media to ensure timely and helpful communication is shared
- Track social media analytics to evaluate the success of the social media strategy, informing future content and plans
- Manage Hootsuite account

Other Duties

- Support Director, Communications and Engagement and Communications Specialist with communications and marketing plans, as required
- Participate in projects that require a member of the communications team
- Attend events, as needed
- Liaise with vendors for advertising buys/ needs

What you'll bring:

- Post secondary education, equivalent to a two-year diploma in Marketing, Journalism, Public Relations or some post secondary with related work experience
- More than three years' experience in a professional setting, preferably with responsibilities in content creation and customer service
- Experience working within a healthcare environment is an asset
- Experience with MailChimp is an asset

What we're looking for:

- Excellent writing and verbal communication skills
- Up-to-date content management system (CMS) skills
- Ability to create relevant and engaging content for web and social media platforms
- Ability to manage and organize work independently
- Strong team player and collaboration skills
- Maintain organized and detailed projects
- Ability to effectively manage priorities to deliver content based on established timelines
- Experience with accessible and inclusive approaches to online content an asset

Additional Details:

This is a temporary (12 month), full-time position of 37.5 hours per week (1.0 FTE) Monday to Friday. Some evening or weekend hours may be required.

The salary range is \$58,734 – \$73,417 with 4 weeks annual vacation, as well as a defined benefit and pension plan. This is an on-site position with the option to work from home on occasion.

Application process: Please submit a cover letter with your resume to Careers@victoriahospice.org by Thursday May 7th, 2026 at 9 am PT.