

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives.

By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – **Apply today!**

Senior Communications Officer

Full time, 1 year contract

JOB SUMMARY

The Senior Communications Officer works as a member of the Marketing and Development Team and is responsible for the production and creation of all agency communications. The Senior Communications Officer is responsible for the development of content for a wide range of communication materials, as well as all media relations and the generation of development, solicitation, and donor stewardship materials. Supporting Ometz's relationships with the media and the donor community is critical to ensure our reputational and financial sustainability.

RESPONSIBILITIES

- Develop clear, concise, and engaging content for various communications materials, including but not limited to website copy, social media posts, email campaigns, newsletters, press releases, fundraising appeals, and marketing collateral
- Ensure consistency and alignment with Ometz's brand voice, values, and messaging guidelines across all communication channels
- Review and edit content for accuracy, clarity, grammar, and adherence to the branding guide.
- Write and manage the production of the annual report
- Create and oversee the script for the Annual General Meeting and all accompanying materials.
- Interview, collect and curate client testimonials to ensure to showcase the impact of the agency's programs and services.
- Oversee all campaign and fundraising solicitation materials such as direct mail campaigns and online giving
- Create development and donor stewardship copy and tools such as impact reports, focus sheets, proposals and thank you letters to donors
- Assist with grant writing
- Develop and grow media relations
- Act as the media relations contact for the agency

REQUIREMENTS

- Bachelor's degree in Journalism, Communications or related field
- Minimum of 5 years of relevant experience in writing and editing
- Experience in media relations
- Knowledge of fundraising in a non-profit setting, an asset
- Proven track record as a persuasive and strategic communicator
- Bilingual in both French and English. English communication is required as many of our clients and stakeholders are English speaking.
- Proficient computer skills
- Well-rounded experience working with other related communications professionals

Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.