

Supporting Organizations
Supporting Immigrants



Aider les organismes
qui aident les immigrants

Position Title: Communications Coordinator (BILINGUAL French/English)

Location: Halifax, NS

Type: Full time (35 hours/week)

Report to: Communications Lead

Salary: \$47,154 - \$50,482/annually, plus a comprehensive benefits package

Start date: As soon as possible

Working conditions: ARAISA staff work in a hybrid environment, which includes a minimum of 2 days per week in the ARAISA office.

Travel within the Atlantic Region may be occasionally required.

THE OPPORTUNITY

The [Atlantic Region Association of Immigrant Serving Agencies \(ARAISA\)](#) is looking for a Communications Coordinator to join its team.

The Communications Coordinator will report to and work collaboratively with the Communications Lead. ARAISA communications' needs are growing, and this position is key in helping maintain, develop and implement internal and external communications strategies, policies, processes and activities.

ABOUT THE ORGANIZATION

ARAISA is a non-profit umbrella association which serves as a collective voice and forum for its members who are committed to the settlement and integration of immigrants and refugees in the Atlantic Region. ARAISA works to increase the effectiveness of its members through its initiatives to support the sector and its contributions to regional and national forums. ARAISA provides professional development and networking opportunities, facilitates information and resource exchange, hosts sector-specific working groups, convenes meetings with key stakeholders, and represents its members through national bodies, with the goal of having a positive impact on settlement and integration policies and practices.

WHY ARAISA

- **Collaborative Culture:** ARAISA is not just an organization; it's a community of passionate individuals committed to transforming lives. Join a collaborative and supportive work environment where your ideas are valued, and teamwork thrives.
- **Inclusive Work Environment:** ARAISA is committed to equity, diversity and inclusion. Your unique background and perspectives are not only welcome but celebrated. Join a workplace that recognizes and values the richness of diverse experiences.
- **Professional Development:** ARAISA believes in nurturing talent. As a team member, you'll have access to professional development opportunities, ensuring your skills stay sharp and you continue to grow in your career.
- **Impactful Initiatives:** ARAISA is at the forefront of initiatives that make a real difference in the

immigrant settlement sector. Be part of projects that contribute to positive changes.

- **Comprehensive Benefits:** Enjoy a competitive benefits package and health plan that prioritizes your well-being.
- **Financial Security:** Benefit from employer-matched RRSP contributions (up to 5% of salary) after one year, ensuring a secure financial future.
- **Time for You:** Take advantage of 3 weeks of vacation, plus an additional 16 days of paid holidays/time off annually.
- **Wellness Support:** Experience a flexible and accommodating work environment that promotes wellness and fosters a healthy work-life balance

MAJOR RESPONSIBILITIES

- Design communication and marketing material, such as, but not limited to: reports, banners, programs, brochures, infographics, certificates, videos, PPT, and scripts.
- Manage assigned communications initiatives or projects from start to finish, with guidance from the Communications Lead, ensuring deliverables are completed on time and meet organizational standards
- Assist in maintaining and updating ARAISA's websites
- Help troubleshoot technical issues for users of ARAISA's websites and online courses.
- Create and distribute ARAISA's email marketing campaigns, such as, but not limited to: newsletters, events and course promotion, and manage related audiences.
- Manage content calendar and create content for ARAISA's social media accounts
- Support the Communications Hub (a regional communications-focused community of practice led by ARAISA) by scheduling meetings, preparing agendas and facilitating sessions
- Contribute to ARAISA's media relations: press releases, development and maintenance of media listings
- Contribute to the development and implementation of communications plans and strategies
- Provide support in translation of content when necessary (FR to EN and EN to FR), and review written materials to ensure accuracy and language consistency
- Stay current on the organization's programs, services, events and objectives, and develop strategies to promote them and keep the organizational branding and messages consistent
- Develop and maintain the organization's media library (photos, videos, etc.)
- Liaise with vendors, consultants, and other providers
- Report on the effectiveness and impact of the organization's initiatives related to areas of responsibility

The Communications Coordinator is also responsible for:

- Providing support to ARAISA's broader programs and operations as required
- Representing ARAISA at events or on regional and national committees, where requested
- Other duties or projects as assigned

EXPERIENCE/QUALIFICATIONS

- Degree in communications and/or marketing, public relations or a related field; or equivalent work experience
- Minimum of two years of work experience in a communications and/or marketing role
- Exceptional written and verbal communication skills in both French and English are required
- Knowledge of information technology and digital environments, and an ability to troubleshoot and provide occasional support to others
- Experience in designing and producing materials and publications (print and/or digital)
- Creativity and effectiveness in developing products using online tools (Canva, Mailchimp, Survey Monkey, etc.)
- Strong time management, organizational skills, including the ability to efficiently prioritize and manage multiple tasks
- CMS demonstrated proficiency (WordPress considered an asset)
- Attention to detail and high level of accuracy
- Demonstrated ability to work both independently and cooperatively with a high degree of initiative and responsibility
- Demonstrated understanding of the principles of equity, diversity, and inclusion (EDI) and antiracism/anti-oppression (ARAO)
Proficiency in Adobe Creative Suite and video editing is considered an asset
- Experience using a CRM is considered an asset
- Must be legally able to work in Canada

APPLICATION INSTRUCTIONS

Please apply online through the Indeed application process by submitting your cover letter and resume in English, merged into one (1) document. Please ensure that you demonstrate in your cover letter how you meet the above qualifications.

We appreciate the time and effort of all applicants in expressing their interest in the position. Please note that only those selected for an interview will be contacted.

DEADLINE TO APPLY

October 24, 2025, at noon ADT

ARAIISA is committed to the principles of equity, diversity, and inclusion. We recognize that our strength lies in our diversity. We encourage applications from all qualified individuals who represent the full diversity of communities in Canada, including the intersectionality of gender identity and expression, race, ethnicity, religious belief, national origin, age, sexual orientation, education, ability, language, and socio-economic status.