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ATVANS Communications Coordinator Job Listing

Job Overview

The All-Terrain Vehicle Association of Nova Scotia is a leading power sports organization supporting Off Highway Vehicle clubs and members across Nova Scotia. ATVANS has been on a steady growth trajectory for over a decade. We are hiring an experienced Communications Coordinator to help us keep growing. If you are dedicated, ambitious, and innovative, ATVANS is an excellent place to grow your career. Don't hesitate to apply.

Responsibilities for Communications Coordinator

- Develop, write and edit marketing and communications materials, including press releases, blog posts and social media content
- Promote communications and marketing materials through appropriate social channels
- Track analytics and create reports detailing successes and failures of communications campaigns
- Ensure that all communications and marketing material align with brand standards
- Maintain digital media archives including photos and videos
- Work with communications team members to conceptualize and implement communications strategies and campaigns
- Respond to media inquiries and perform media outreach to achieve brand placement in publications
- Develop escalation protocols for managing communication crises, should they arise
- Assist with event organization

Qualifications for Communications Coordinator

- 2+ years prior experience in a communications or marketing role
- Understand the best practices of major social media platforms including Facebook, Instagram, Pinterest, etc.
- Must possess exceptional writing skills and be able to compose engaging, accurate content
- Strong communicator who works well independently and with a team
- Superior time management skills and the ability to juggle multiple projects simultaneously
- Knowledge of Adobe PhotoShop, InDesign, and Illustrator is an asset
- Understanding of communications, public relations and marketing best practices
- Ability to think strategically and identify ways to improve communication efforts
- Must be resourceful and take initiative even when given minimal direction
- Must be ready willing and able to elevate our internal and external communication

This is a full-time opportunity to work from our office with a great collaborative team. We are looking to move our organization to the next level with the support of a motivated, loyal and innovative communications coordinator. The pay range is \$52,000-\$59,000 depending on qualifications, experience and enthusiasm. If this sounds like you send your resume and cover letter by email to execdirector@atvans.org and wait for our reply. Only those considered for an interview will be contacted. No phone calls please.