



## Association of Regina REALTORS® Inc

### Communications Coordinator

**The Association of Regina REALTORS® Inc. (ARR) is seeking a dynamic individual to head Communications at the ARR. This part-time position will oversee all communications, both Member and Public, along with coordinating publications and web activities for the Association. The Communications Coordinator will work closely with the other departments at the ARR to develop and distribute relevant content to stakeholders.**

#### Responsibilities Include:

- Collaborate with the CEO, Manager of Operations and other staff to develop communications strategies and overall plan that will broaden reach and deepen the impact of Association activities;
- Content management of the Association's website - both public facing and member facing;
- Coordinate the Association's social media activities;
- Proactively seek media coverage for newsworthy initiatives;
- Assist in the promotion and coordination of various member events;
- Coordinate the planning, writing, editing, production and distribution of reports, newsletters and publications of which some include the following:
  - Association's Annual Report
  - Monthly e-mail newsletter to members
  - Blog
  - Monthly Market Releases
  - News Releases
  - Day-to-Day Social Media

#### Beneficial Skills and Experience:

- Post-secondary education in a discipline relevant to communications, journalism or public relations;
- Ideal candidate would have a strong working knowledge of both Mac and Windows environments, word processing software, social media platforms and the internet;
- Excellent communications skills, verbal and written with ability to communicate messages in a professional and engaging manner;
- Strong interpersonal skills;
- Exceptional organizational abilities and time management skills, ability to meet dead-lines, multitask and prioritize workload;
- Experience in developing, implementing and evaluating communication plans and materials;
- Strong computer skills and excellent knowledge of MS Office or OSx programs;
- Good knowledge of website management (content, updates, etc.);
- Social Media knowledge; and
- An understanding of Search Engine Optimization and Knowledge in HTML, web editing and/or video production skills would be considered a major asset.

**If you are a team player, have a positive outlook, can work in a fast-paced environment, organized and can work under pressure: apply by January 27, 2018 with resume and covering letter to [HHill@ReginaREALTORS.com](mailto:HHill@ReginaREALTORS.com). Please clearly provide how your skills fit this job description and outline your successes in communications. Only successful candidates will be contacted.**