

Job Posting – Communications Coordinator (Contract Position, Remote, Part-Time)

Who you are & What we are looking for:

We are looking for a passionate individual with a background in communications to assist us in promoting our organization and services. Duties include:

- Develop and implement communications strategies aligned with Nidus' mission and goals.
- Develop and manage a communications calendar, identifying target audiences.
- Design promotional materials and coordinate implementation of the Nidus brand.
- Coordinate production of email newsletter including managing its database.
- Collaborate with community partner organizations; develop media kits for Nidus.
- Assist with the writing, editing, production and promotion of education materials.
- Assist with maintaining and developing the Nidus website.
- Monitor effectiveness of communication activities by evaluating metrics.
- Provide support for events and outreach.

You bring:

- Proficiency with Photoshop, Illustrator, Adobe Acrobat Pro, and/or InDesign.
- Excellent communication skills, both verbal and written.
- Experience with social media (Instagram, FB, LinkedIn) and training in communications.
- Previous experience with Wordpress, Zoom, GoToWebinar and/or MS Teams preferred.
- Knowledge and experience with SEO, analytics, and social media advertising a plus.
- Must be very detail oriented and able to work to deadlines.
- Enjoy teamwork and also be able to work independently on assigned projects.

Position Details:

Hours: 10 to 15 hours per week to start

Salary: From \$33-35 an hour, salary negotiable depending on experience

Location: Remote; can be fulfilled from your BC-based home office

About Nidus: Nidus is a BC-based, non-profit charitable organization that was founded by groups involved in the community-based reform of BC's adult guardianship legislation, and most notably, development of the BC *Representation Agreement Act* ("RA Act"). The RA Act is world-renowned and recognized as innovative and significant, especially to the disability and senior communities. The RA Act inspired Article 12 of the United Nations Convention on the Rights of Persons with Disabilities which calls on governments to implement legislation that ensures all adults receive support with decision making without the need to take away or restrict their rights (as happens with adult guardianship, called Committeeship in BC). Nidus operates a resource centre on Representation Agreements and related legal planning documents. Nidus is considered the centre of excellence on education and best practices in the field of personal planning.

Application Process: Only applicants selected for an interview will be contacted.

Send resume and cover letter by email to info@nidus.ca

Email Subject Line: Communications Coordinator 2025

For more information about Nidus, please visit our website at www.nidus.ca