



Request for Proposals: Communications Support

About the Foundation

The Jessica Martel Memorial Foundation (JMMF) is a not-for profit organization that works toward breaking the cycle of domestic violence through the actions of advocacy, awareness, community engagement, education, and safe housing. We operate Jessie's House (a 35 bed all-gender emergency shelter) and Eileen's Place (a 3-unit second stage transitional housing program). We are committed to creating inclusivity, diversity, and equity for our employees and the community we serve. JMMF operates from an anti-racist, decolonial mindset.

About the Opportunity

The Jessica Martel Memorial Foundation (JMMF) is seeking Communications Support Personnel to help with communications tasks. This position will work closely with our Fund Development and Outreach Teams, as directed by the Strategic Relationships Advisor.

Tasks include, but are not limited to:

Social Media

- Create all social media posts (with direction from, and approval by, Strategic Relationships Advisor)
- Monitor social media for important content from partners/sponsors/donors/sector
- Drive social media at events, as necessary

Incoming Messages

- Monitor social media inboxes
- Monitor info@ inbox and direct messages as necessary

Other Digital Footprint

- Update other online presence, as necessary and directed by Strategic Relationships Advisor
 - Examples include google business page, website, social media landing pages, advertisements, etc
 - Update information on directories, like 211.

Other Communications Pieces & Community Engagement

- Working with Fund Development and Outreach team, create first draft of communications pieces (for approval by Strategic Relationships Advisor) such as:
 - Signage
 - Email blasts
 - Print Advertisements
 - Other promotional pieces
- With direction from Strategic Relationships Advisor, create monthly awareness campaigns for disbursement on social media, blog posts, web copy, email campaigns, etc.



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- Research and planning for awareness campaigns.
- Assisting the Fund Development and Outreach Teams with community events, as required.

Anticipated Time Commitment:

We expect the time commitment for this position to be about 5-10 hours/week. This is a temporary, as-needed contract.

About Your Proposal

Please submit a proposal or cover letter and resume outlining the following:

- Your experience and understanding of domestic violence, gender issues, and intersectionality.
- Your experience with preparing communications pieces and managing social media.
- Your experience with the following:
 - Canva
 - Outlook
 - WordPress
 - Microsoft Word
 - Microsoft Teams
 - Keela, and other CRM software
 - Facebook, Instagram, LinkedIn, Metricool, and other social media monitoring platforms.

Please send your proposal to hr@jmmf.ca by **Friday, August 9, 2024**. We welcome all questions about the project via email.