HERITAGE
Lower Saint Lawrence
Bas-Saint-Laurent

ESTABLISHED IN 2002 - DEPUIS 2002 -

Call for Applications: Assistant Communications Coordinator

Employer: Heritage Lower Saint Lawrence (HLSL)

Location: Métis-sur-Mer or Rimouski Resource Office (with some flexibility to work from home)
Employment: Permanent, part-time position (Starting at 10-15 hours per week)
Eligibility: Canadian Resident / Legally entitled to work in Canada
Languages: Bilingual required (English and French)
Start date: As soon as possible

About HLSL

Heritage Lower Saint Lawrence is a non-profit organization dedicated to supporting and strengthening the vitality of English-speaking communities across the Lower Saint Lawrence region.

Through community programs, cultural initiatives, health and social services, and partnerships, we work to improve access to resources, foster connections and support the well-being of our communities.

We serve a very small and dynamic population, which represents a diverse group of English-speakers, of which our staff and board are a part. We are an equal opportunity employer and we strive to create a professional environment where there is acceptance, flexibility and room to develop skills.

About the position

Working under the Communications Coordinator, the role of Assistant Communications Coordinator assures support to the team in the following areas:

- **Strategy & Branding:** Assist in the implementation of the communications plan, manage HLSL branding, and ensure visual quality and consistency across all channels and through print and digital materials.
- **Graphic Design & Production:** Design and produce posters, leaflets, document templates and digital visuals for web, email and social media.
- **Digital & Social Media:** Assist in fulfilling objectives of our communications plan, which includes regularly updating HLSL website and social media platforms, coordinating postings and expanding our reach through ad campaigns.
- **Media Relations & Events:** Write and edit press releases, conduct media monitoring, coordinate press events, and secure regional media coverage.
- **Flexibility:** Travel occasionally between Métis-sur-Mer, Rimouski and regional partner sites, and attend occasional events outside regular office hours.

Qualifications & Skills

- **Eligibility:** Must be a **Canadian resident** (or legally authorized to work in Canada).
- **Education:** Having a college diploma (DEC) or a Bachelor's degree in Communications, Public Relations, Marketing, Graphic Design, or a related field (or an equivalent combination of education and relevant experience).
- **Technical Proficiency:** Having a practical experience with Adobe, Google and Microsoft Office suite, Canva, Wordpress, social media management (Meta, X, LinkedIn, etc.) and email marketing tools (MailChimp/Active Campaign).
- **Core Competencies:** A collaborative **team player** with strong organizational skills, creativity, and attention to detail.

How to Apply

Interested candidates are invited to submit their CV and a short cover letter outlining their relevant experience to Susan Woodfine, HLSL Executive Director: swoodfine@heritagelsl.ca

Applications will be reviewed as they are received, and the position will remain open until filled.

Join our team and help us make a difference in our communities!