Job Title: Communications and Administrative Coordinator

Location: Ottawa, ON (Remote)

Employment Type / Time Commitment: Part-time (annual contract) / 50-60 hours/ monthly

Compensation: Compensation will be commensurate with experience and scope of work. $30/hour minimum.

About Us:
PAL Ottawa is a charitable organization working to meet the needs of senior artists and arts workers in the National Capital Region by providing access to affordable housing, personal support services, and community programming. To Learn More About PAL Ottawa, visit www.palottawa.org.

Job Summary:
PAL Ottawa is seeking a dynamic and detail-oriented Communications and Administrative Coordinator to lead the organization's communications strategy while supporting key administrative functions. Reporting to the Board and working closely with the Chair and various committees, this role is responsible for developing and executing an annual communications plan, managing digital platforms, and overseeing content creation across multiple channels. The Coordinator will maintain and optimize PAL Ottawa's website, produce a monthly e-newsletter, manage media relations, and support fundraising campaigns.

In addition to communications responsibilities, the role includes program administration and operational support. The Coordinator will manage applicant and volunteer communications, maintain accurate records, and ensure compassionate, timely responses to community inquiries. They will also oversee donor and membership communications through DonorPerfect, processing donations, generating tax receipts, and supporting database integrity.

The ideal candidate is organized, tech-savvy, and mission-driven, with strong writing skills, experience in digital marketing, and a passion for supporting the arts and senior communities.

To Apply:
Please send your resume, a brief cover letter, and two samples of relevant communications work (e.g., newsletter, social media post, campaign summary) to **info@palottawa.org** by <u>**September 22, 2025.**</u> Please ensure work examples are provided in standard formats (PDF, PNG, JPG) or as a link.