



*Avalon*

Sexual Assault Centre

1526 Dresden Row, 4th Floor  
Halifax, Nova Scotia B3J 3K3

Business Line: (902) 422-4240

Fax Line: (902) 422-4628

SANE Business Line: (902) 422-6503

SANE Fax Line: (902) 422-4962

SANE Response Line: (902) 425-0122

[avaloncentre@eastlink.ca](mailto:avaloncentre@eastlink.ca)

[avalonsane@eastlink.ca](mailto:avalonsane@eastlink.ca)

[www.avaloncentre.ca](http://www.avaloncentre.ca)

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## **Employment Opportunity – Communications Officer (Term)**

Avalon Sexual Assault Centre, a feminist non-profit community based women's organization, is seeking to fill the newly created position of Communications Officer. The Communications Officer will report to the Executive Director and will be expected to plan, develop and implement a communications plan for Avalon Sexual Assault Centre working with the Executive Director and in collaboration with and program staff.

### **Additional Duties:**

- Work closely with Avalon executive director, Coordinator: Community/Legal Education and Training and other program staff, and Board of Directors.
- Support the design, implementation, and management of communications material as well as assist with creating/revising educational and training materials.
- Support the writing, editing, and maintenance of the Avalon Centre website and other communications as required.
- Advise on and write content to support Avalon Centre's social media presence.
- Advise on, support, and assist with increasing Avalon Centre's public profile and implementing sexual assault public awareness and community mobilization endeavors.
- Assist the Executive Director and the Fundraising Committee with fund development/promotion.
- Conduct issue-based research to support Avalon's public position/response to social justice issues, media, etc.
- Other Duties as requires

### **Qualifications:**

A degree or diploma in marketing, public relations, communications, journalism or a related field. Demonstrated experience in health promotion an asset plus at least two year of related experience. Demonstrated strength in communications. Excellent written and oral communication skills. Excellent organizational/time management skills. Excellent interpersonal skills. Ability to interact with Avalon Centre staff and with various groups and organizations, both government and non governmental. Ability to participate as a team player as well as the ability to work independently. Fluent in the use of software applications, social media and web design. Experience working in a feminist community based women's organization and an understanding of and work experience in the area of sexualized violence preferred.

### **Terms of the Position:**

This is a one-year term position. Remuneration will be based upon level of knowledge/experience and requirements of the position.

### **To Apply:**

- Please submit a resume and cover letter, along with a written sample and/or submit link to any work that demonstrates your abilities.
- Application deadline: October 25, 2011
- Please submit applications to: Irene Smith, Executive Director by email: [avaloncentre@eastlink.ca](mailto:avaloncentre@eastlink.ca) or by fax: 422-4240
- Please no phone calls. Only those selected for an interview will be contacted.