



## Communications Specialist

Permanent · Full-Time · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Communication Specialist! In this role, you will have the exciting opportunity to design, create and edit a variety of communications materials, showcasing your exceptional talent for crafting compelling video and media content. You'll also be involved in website development and maintenance, utilizing your skills to create user-friendly web tools that captivate our audience. One of the highlights of this position is the chance to build and maintain community connections, fostering understanding and development of intergenerational childcare programs. You'll be at the forefront of promoting these programs, both internally and externally, through our website, social media channels, and other platforms.

**Available from:** September 2<sup>nd</sup>, 2025  
**Salary:** \$30.22 - \$35.34 per hour (annual \$58,929 to \$68,913)  
**Hours:** 35 hours per week; moving to 37.5 hours work week effective September 8<sup>th</sup>, 2025  
**Location:** 700 Industrial Avenue  
**Closing date:** August 11<sup>th</sup>, 2025  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

### In this role you will...

- ✓ Write and edit a variety of communications materials
- ✓ Assist in website development, maintenance and the development of web tools
- ✓ Create video and media content
- ✓ Build and maintain community connections to support the understanding and development of intergenerational childcare programs
- ✓ Develop resources and materials for internal and external consumption with the use of graphic design tools
- ✓ Communicate effectively and inclusively with internal and external clients
- ✓ Deal with confidential and sensitive information in a professional manner
- ✓ Promote AFCS programs, and Intergenerational project features internally and externally through website, social media etc.

### To qualify for this role you have...

- ✓ Post-secondary education in communications, media and design (or related fields), or equivalent experience
- ✓ 2 years experience within the last 5 years creating and editing communication content for internal and external use and on social media platforms, including but not limited to video, social media posts, and various communication tools
- ✓ 3 years experience within the past 5 years using Microsoft Office Suite, Wordpress, video editing tools, Premiere Pro and other digital platforms
- ✓ Proficient in Canva, Photoshop, Adobe Illustrator
- ✓ Clear Police Record Check completed in the last 6 months
- ✓ Focus and attention to detail
- ✓ Fluency in both official languages, written and verbal an asset
- ✓ Excellent interpersonal communication skills, written and verbal to maintain internal and external customer relationships
- ✓ Ability to work and think independently and creatively without direct supervision
- ✓ Ability to assess need for improvements to systems and procedures
- ✓ Ability to be sensitive to others, respect individual and cultural differences
- ✓ Ability to work as an integral member of the Agency
- ✓ Ability to work under pressure and meet deadlines

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

