



MEMBERSHIP & COMMUNICATIONS COORDINATOR

The NWT Recreation and Parks Association (NWTRPA) is a membership-based non-profit organization that works with communities across the NWT to promote quality, accessible recreation by supporting leaders, communities, and partners primarily through training, advocacy, and networking.

The NWTRPA envisions a territory where everyone has access to recreation programs and spaces that foster healthy families, strong cultures, and vibrant communities.

We believe RECREATION is ESSENTIAL

We are committed to RECONCILIATION and to DECOLONIZING our organization and the recreation sector as a whole

We strive to ensure our policies and offerings support RACIAL EQUITY

We value RESPECTFUL RELATIONS with each other and the land

We are INCLUSIVE of all peoples, regions, and cultures

We value DIVERSITY of people and perspectives

We work in COLLABORATION and PARTNERSHIP with others

We work as a TEAM

We are DEPENDABLE and ACCOUNTABLE

We value CREATIVITY and are OPEN to new ideas

We are COMMITTED to LEARNING

DIVERSITY STATEMENT:

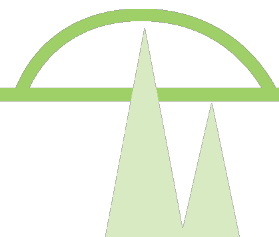
The NWTRPA is committed to creating a diverse and inclusive team and providing equitable opportunities in our recruitment processes. Individuals with life experience and knowledge of current practices in Equity, Diversity, and Inclusion are encouraged to apply. The NWTRPA is particularly interested in considering applications from Indigenous, Black, Asian, Latinx, 2SLGBTQ1PA+ communities, people with disabilities, or people who hold otherwise traditionally marginalized identities to reflect the communities we serve.

The NWT Recreation and Parks Association (NWTRPA) is seeking an energetic, creative, and highly organized individual as our Membership & Communications Coordinator. This position is responsible for NWTRPA communications, membership coordination, and other administrative duties. Reporting to the Executive Director, the Membership & Communications Manager is responsible for the delivery of the NWTRPA strategic membership plan and communications plan. The strategic goal most closely aligned with this position is: "Promote understanding and recognition of the essential role recreation plays in fostering mental, physical, and community wellbeing."

The Membership & Communications Manager will work directly with NWTRPA members, community groups, partners, and Board and staff to assist with the development and delivery of member and communications programs and services.

JOB SUMMARY

The Membership & Communications Manager is responsible for the execution of both the NWTRPA strategic membership plan and the NWTRPA communications plan. The Membership & Communications





Manager will work directly with NWTRPA members, community groups, partners, and Board and staff to assist with the development, promotion, and delivery of safe, culturally appropriate recreation programs in the NWT.

The activities of this position impact program, organization, and Board policies. The position impacts the allocation of funding and program delivery for community programs and services.

ESSENTIAL FUNCTIONS:

Providing communications support:

- Preparing, coordinating, distributing communications materials including the website, monthly e-newsletter, social media content, and hard copy materials.
- Approving communications materials with the use of the Visual Identity Guide.
- Supporting the Executive Director with coordinating the development and implementation of public policy messages.
- Responding to e-mail, phone, and written inquiries, including identifying appropriate staff and/or Board Members to respond to these inquiries.
- Preparing and distributing correspondence including letters, invoices, and payments.
- Doing what it takes to get programs, systems, and creative ideas implemented in ways that will help the organization.

Providing membership support:

- Promoting membership and maintaining the membership database including an electronic distribution list.
- Administering membership benefits.
- Assisting with the planning and implementation of events such as Board Meetings, the Annual General Meeting, and/or other membership-focused events.
- Leading the delivery of the Annual Awards Program.

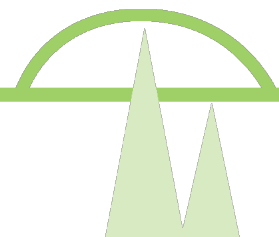
Providing administrative support:

- Managing main office including maintaining an inventory of office supplies.
- Preparing and making bank deposits.
- Providing administrative support to the Executive Director and Board of Directors (e.g. research, writing correspondence, booking travel, etc.).
- Other duties as required.

QUALIFICATIONS:

Required knowledge, skills and abilities:

To satisfy the expectations of the NWTRPA, the incumbent should have the following qualifications or equivalencies:





- Post-secondary education in Communications, Marketing, Public Relations, Graphic Design, Web Development, Journalism, Business, or a related discipline.
- Training or demonstrated proficiency in computer software programs and web content management programs (i.e. Wix).
- Experience with video production and graphic design.
- Experience in administration, communications, and/or marketing positions.
- Experience establishing relationships, fostering trust, and strengthening existing connections and networks with stakeholders.
- Experience working within a non-profit agency.

In addition the incumbent should be:

- Strongly self-motivated.
- Well organized and able to prioritize.
- A multi-tasker and able to work on different projects simultaneously.
- Have excellent communication skills.

The incumbent must also successfully complete a satisfactory criminal record check as a condition of their hire.

Salary Range: \$76,694 - \$94,966

To Apply

Please forward a cover letter relating your skills and knowledge and a resume to tvandam@nwtrpa.org

Closing Date: When filled.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

