



MEMBERSHIP & COMMUNICATIONS MANAGER

PURPOSE OF THE POSITION

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

The NWTRPA is a membership-based organization that promotes quality, accessible recreation across the NWT by supporting leaders, communities, and partners primarily through training, advocacy, and networking.

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.

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.

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 Membership & Communications Manager is responsible for managing an annual budget (estimated to be approximately \$40,000).

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.

SUPERVISOR RESPONSIBILITIES:

The Director – Research & Innovation may oversee seasonal and term staff and contractors as funding and projects demand. The incumbent is responsible for administering an annual budget (estimated to be approximately \$40,000) and seeking new funding sources to support organization projects.

The Director – Research & Innovation will provide advice, support, and counsel to the Executive Director and other staff members. The NWTRPA is a small territorial non-profit organization. The staff work collaboratively and provide assistance to other staff members as and when needed.

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.

ACCESSIBILITY CONSIDERATIONS/WORKING CONDITIONS

Physical Demands:

Most of the incumbent's time will be spent working in an office setting, performing general office duties or networking with current and potential partners. Subject to operational demands, the incumbent may be expected to work evenings and weekends. Regular computer usage should be expected. In order to access the NWTRPA offices, the incumbent must be able to physically navigate multiple stairways.

Subject to operational demands, the incumbent may be expected to work evenings and weekends.

Environmental Demands:

Environmental demands are those typically associated with an office position. Periodic travel will be required which may result in exposure to the extremes of our Northern climate.

Sensory Demands:

The office environment includes fluorescent lighting, often fluctuating building temperatures, and online meetings

Mental Demands:

There is potential for multiple projects to be ongoing all requiring attention and concentration. Multi-tasking may be required for long periods of time. This position can typically receive direction from several different sources resulting in potentially stressful situations.

The NWTRPA is also embarking on a racial equity journey in relation to our strategic goal of working with intention to advance decolonization and reconciliation through its work, workplaces, and relationships. This work may be mentally demanding.

Location Demands:

The position is based in Yellowknife, NWT. The position may be required to travel to small, isolated communities within the NWT (approximately 1-2 trips per year).

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

PAYSCALE

This position is a full time, permanent position. The incumbent will be remunerated according to the following annual pay scale, as negotiated with the Executive Director:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
\$76,694	\$79,071	\$81,522	\$84,049	\$86,654	\$89,341	\$92,111	\$94,966

Other employee benefits and obligations are outlined within the NWTRPA Employee Handbook. The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.