



## Consultant, Communications & Events

### Location

Montreal Office / Part-time remote work

### Position Status

Full-time, 35 hours per week

### Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

### What do we offer?

- Hybrid working environment
- Support for a home office set up and monthly home internet allowance
- 3-week annual vacation
- 10 health (sick) days per year
- 15 paid holidays per year (Must first be used to cover provincial holidays; any remaining days may be used at the employee's discretion.)
- Participation in the Group Insurance Benefits
- Participation in the Group RRSP (employer contribution 5%)
- Full employee assistance program
- A culture that supports continuous learning and development

### Job Overview:

As Communications & Events Consultant, you will actively promote the Kidney Foundation – Quebec Branch, support its fundraising efforts and mobilize the communities through engaging communication initiatives and key events.

### What you will be doing:

- Develop (in collaboration with management) and roll out dynamic and targeted communication strategies to increase the visibility, credibility and brand of the Foundation;



- Propose, develop and implement communication, soliciting and promotional tools adapted to the various targeted clienteles and used channels (print, digital, etc.);
- Write up relevant and interesting contents (fact sheets, news release, promotional texts, solicitation letters, etc.) to support the communication and fundraising initiatives;
- Plan, organize and implement the Quebec Branch signature events (fundraising, educational activities, etc.);
- Develop and maintain relations with the public and the media in collaboration with communications management and the external agency;
- Take part in the development and follow-up of the Kidney Car campaign in cooperation with communications management and the external agency;
- Ensure visibility for the partners and sponsors (event follow-ups, visibility reports, event coordination);
- Develop and provide communication and event tools, as well as advice and technical support to the outreach teams in the regional chapters;
- Actively participate in the national marketing round table to ensure the actions are aligned with the national strategies of the Foundation

### **Qualifications, Skills and Experience Needed:**

- University Degree in communications, marketing, or a relevant field
- Minimum 5-years experience in a similar position
- Experience with NPOs and/or fundraising (an asset)
- Excellent writing skills in French and English
- Proven experience in event organisation
- Good knowledge of practices in media relations and public relations, as well as the media environment and organisations in Quebec
- Excellent interpersonal skills and team spirit
- Strong organisational skills and ability to manage multiple projects concurrently
- In-depth knowledge of Canva
- Valid driver's licence
- Open to working evenings and weekends occasionally
- Level of French required: advanced spoken and written, approximately 70% of tasks to be performed
- Level of English required: advanced spoken and written, approximately 30% of tasks to be performed



## How to apply?

Email your resume to: [julie.decker-willer@rein.ca](mailto:julie.decker-willer@rein.ca)

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

This position will remain open until a candidate has been chosen.

## More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at [kidney.ca](http://kidney.ca)

**At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.**

**The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.**

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***The Kidney Foundation of Canada complies with the requirements of Bill 14.***