

February 2026



JOB POSTING

Communications Coordinator

Burnaby Neighbourhood House is a non-profit organization, offering a wide range of supportive programs and services that address the diverse needs of local residents. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

The communication coordinator is a key position that requires a positive, enthusiastic individual who will provide overall leadership in the area of marketing and communications throughout the organization and ensure that BNH maintains a positive image within the community.

General Duties and Responsibilities:

- Oversee the development and execution of an annual marketing and communications plan.
- Manage BNH website for content, design, maintenance and maintain working relationship with external website consultant
- Oversees the workflow of marketing, public relations by facilitating inter-program and Neighbourhood House communications and managing external communications.
- Work with staff team on marketing and external communications of the Neighbourhood House programs and events; utilizing social media and other traditional methods.
- Oversees and develops standards for maintaining consistent branding and business identity
- Initiate and guide a communications committee comprised of volunteers to support the PR and communications work.
- Provide staff with communication training that focuses around social media
- Monitor the effectiveness of marketing communications and campaigns to ensure they meet the organization's objectives.
- Oversee internal communications with staff, volunteers and membership
- Oversees all social media sites: website; Facebook; twitter; Instagram
- Oversees and produces print collateral for programs, events and organization.
- Represents BNH at community events and fairs
- Other duties as required.

Qualifications:

- Degree or diploma in, public relations, marketing or business administration or equivalent work/education experience.
- Strong administration skills: personnel management and financial accountability
- Experience working in teams with staff, volunteers and local community committees
- Experience with various forms of communications and public relations including social media.

- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Excellent interpersonal, organizational and communication skills – written and verbal.
- Ability to handle multiple tasks and prioritize own work.
- Excellent computer skills and knowledge.
- First Aid certification
- Familiarity with WordPress
- Graphic design; video creation and editing an asset
- Second language an asset.
- Ability to work flexible hours. Must be available for evening and weekend work
- Must have a driver's license and access to a vehicle.

Location: South House

#100 4460 Beresford Street, Burnaby

Accountability: This position reports to the Director of Operations.

Hours: 35 Hours per week – Flexible – Some weekends and evening work.

Pay Rate: \$26.01 to \$26.79 depending on qualification and experience. Extended Health Benefits package and RRSP (after 3 months).

Start Date: *As soon as possible*

Deadline: February 19th 2026

To apply please Email resume to: simoneg@burnabynh.ca

Thank you for your interest in this position, however, only short-listed candidates will be contacted.

No phone calls please

The Burnaby Neighbourhood House is a charitable non-profit organization. We are a volunteer driven, community funded agency with a unique focus on neighbours supporting neighbours.