



We're hiring!

Lubov SSMI Foundation Inc. has an exciting opportunity for a curious and compassionate individual to join our team as Communications & Marketing Officer.

Who we are

Lubov – which means love in Ukrainian – was founded to help support the ministries of the Sisters Servants of Mary Immaculate (SSMI), whose mandate is to serve where the need is greatest, and who believe that “To Serve is to Love.”

SSMI ministries educate the young; provide spiritual comfort to those in need; nurture the lonely; care for the sick and elderly; bring hope to vulnerable girls and young women in Ukraine; and provide an atmosphere of compassion and education for orphans in Ukraine. These are delivered primarily through Holy Family Home, a 317-bed personal care home; and Immaculate Heart of Mary School (IHMS), a vibrant K-8 school and nursery (“Sadochok”) in Winnipeg.

What you'll do

We're looking for someone who will create engagement, build community and awareness, and celebrate the generosity of donors through strong storytelling and stewardship. Under the general direction of the CEO, the Communications & Marketing Officer will develop and deliver communication and marketing plans, programs and activities for Lubov and the ministries. In addition, working with the CEO, you'll provide internal communications support to Holy Family Home's leadership team.

Key activities

- Develop and lead an annual integrated communications and marketing plan for Lubov, Holy Family Home and IHMS
- Develop, maintain and monitor communication tools, including but not limited to: websites, social media platforms, brochures, newsletters, e-newsletters, annual report, digital signage
- Create videos and write stories and posts to celebrate special events, campaigns and other information of interest
- Facilitate media relations, including the creation and distribution of news releases, story pitches, and contributed articles
- Assist with special event planning and execution

Experience:

- Post-secondary education in communications or marketing, or an equivalent combination of education and experience
- Two to three years' experience with demonstrated success in marketing, communications, and / or public relations, ideally in a donor-centric environment
- Excellent verbal and written communication skills
- Curiosity and creativity in identifying opportunities for storytelling and stewardship
- Demonstrated proficiency in writing, design, video, photography and production in print and digital environments, including social media platforms, WordPress and email marketing
- Meticulous attention to detail
- Organization, with ability to prioritize competing demands and manage time effectively
- Ability to work independently and as part of a team
- Understanding of and belief in the importance of the SSMI ministries

Previous experience in a fundraising or not-for-profit organization is preferred.
Proficiency with Raiser's Edge is an asset.
Proficiency in Ukrainian language is an asset.

We offer a competitive total compensation package and a friendly, supportive environment. We appreciate all expressions of interest in joining our team, however only candidates selected for an interview will be contacted.

Please submit resume and cover letter to:

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