



**Centre d'action  
bénévole de  
Montréal**

**Volunteer  
Bureau of  
Montreal**

## **Job offer: Communications Manager**

The Volunteer Bureau of Montreal (VBM) is seeking a dynamic and experienced individual to lead our communication strategy, manage content development, promote VBM's activities and services, and support the organisation's engagement in line with its values of inclusion and diversity.

If you are creative, collaborative, passionate about communication, and motivated to make a difference in the community, this position is for you!

### **Responsibilities:**

#### **Strategy and Communications Management**

- Develop and implement a comprehensive communication strategy aligned with VBM's mission, positioning and goals.
- Oversee the management of VBM's brand, ensuring visual and editorial consistency across all internal and external communications.
- Recruit and supervise vendors and partners in the development and deployment of VBM's communication strategy.
- Collaborate with internal teams to align communication strategies with VBM's key initiatives.
- Participate in efforts to diversify funding and develop partnerships.
- Engage in strategic discussions, encourage team-wide participation in communication efforts, and guide the organization in its role as a social change agent.

#### **Content Development and Project Management**

- Create, manage, and develop engaging content for various platforms (website, social media, newsletters, annual reports) in both French and English.
- Oversee the redesign and updating of the website and communication tools.
- Analyze the results of communication campaigns and adjust strategies to maximize impact.

#### **Promotion and External Relations**

- Promote the organization's activities and services.
- Manage media relations and support the organization's spokespersons.
- Establish partnerships with other organizations to amplify the impact of volunteerism and VBM.
- Coordinate events and promotional campaigns related to VBM's mission.

- Represent VBM as needed, and participate in federations and associations to strengthen partnerships and VBM's impact.

### **Internal Support and Organizational Engagement**

- Facilitate internal communication by developing tools and processes to improve information flow.
- Participate in organizational activities and internal events to strengthen cohesion and a sense of belonging.
- Support members in better communicating their volunteer initiatives, as needed.

Perform other tasks related to VBM's mission.

### **Skills and Qualifications:**

- University degree in communications, marketing, public relations, or a related field.
- Minimum of 3 years of experience in communications within the community or non-profit sector.
- Excellent proficiency in both French and English, spoken and written.
- Strong skills in digital marketing, social media management, and content development.
- Proficiency in using information technology and CRM databases.
- Knowledge of the Montreal and Quebec community ecosystem (asset).
- Ability to work independently and manage multiple projects simultaneously.
- Excellent interpersonal skills and the ability to collaborate with various stakeholders.
- Commitment to VBM's values and the promotion of volunteerism.

### **Why Join VBM?**

- Work in a meaningful role within a small, professional, committed, and collaborative team.
- Our office is designed to be comfortable and welcoming, fostering creativity and collaboration. It is easily accessible by public transit, in a neighborhood surrounded by parks and local shops.
- We offer competitive working conditions: group insurance plan, pension plan, 8% vacation, 12 sick/personal days, additional holidays, remote work on Fridays, and more!
- To learn more about VBM, visit our website at [www.cabm.net](http://www.cabm.net).

### **Details:**

- Permanent, full-time position (35 hours/week).
- Salary starting at \$30/hour, based on experience and training, in line with the organization's salary policy.
- Position available immediately.

**To apply**, please send your resume and cover letter to [info@cabm.net](mailto:info@cabm.net) by September 2, 2024.

As an organization committed to inclusion and diversity, we value varied perspectives and encourage candidates who share these values to apply. If you need support in applying, please contact us.

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