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## Engineering Ministries International Canada

### Job Description for Communications Coordinator

**LOCATION:** EMI Canada – Calgary, AB

**REPORTS TO:** Development & Communications Director

**POSITION:** Full Time based on 37.5 hrs per week

**ABOUT THE ROLE:** The Communications Coordinator plays a crucial role in advancing the mission of EMI Canada by leading the communications and marketing initiatives including creating and editing marketing materials, volunteer engagement strategic planning and generating reports and metrics. The Communications Coordinator also provides support to the fund development portfolio with donor stewardship and appreciation, and monthly giving. The role includes day to day administration, as well as developing and leading new initiatives.

The Communications Coordinator is part of the EMI Canada Development and Communications team and regularly collaborates with other EMI staff.

#### **DUTIES AND RESPONSIBILITIES:**

##### Communications and Marketing (50%)

- Develop and implement EMI Canada communications/marketing strategy
- Lead development of communication/marketing materials, including the creation, writing/editing and curation of content for emails, newsletters, web copy, print materials, social media posts, banners, etc. Leads development of the annual report and associated materials. (just to consolidate like items)
- Write, proofread, and/or edit content for printed and digital materials and communications collateral, including organizational messaging and program/project descriptions
- Manage EMI Canada CRM to generate reports, build distribution lists, manage data, and create email campaigns
- Coordinate with EMI Global Office (GO) Webmaster to manage EMI Canada webpage content.
- Coordinate and monitor EMI Canada social media efforts
- Generate reports and gather metrics to monitor results of communications efforts; making course corrections as required
- Liaise with EMI Canada program staff to gather stories, data, photos, and other information
- Liaise with EMI Global communications team as needed
- Lead volunteer engagement platform management
- Ensure all relevant stakeholders are aligned and informed around on EMI Canada communications and marketing objectives, programs and activities.



- Develop and manage processes to ensure consistency and appropriateness of EMI Canada branding and messaging
- Act as the key contact for creative agencies, printers and other vendors engaged to support communications and marketing campaigns and strategies
- Advance internal communications between departments

#### Fund Development (35%)

- Support Director of Development in fundraising, sponsorship and grant writing, which may include:
  - Supporting major donor initiatives
  - Supporting grant-writing team with writing or editing grant applications
  - Coordinating and monitoring monthly giving program
  - Coordinating and executing special campaigns
  - Coordinating donor stewardship
  - Leading development and execution of targeted fundraising strategies (new donor journey)
- Administrative support including generating fund development reports and data for internal stakeholders

#### Event Management (5%)

- Coordinate logistics and communications items related to external promotional opportunities such as Missions Fests, etc.
- Lead planning and execution of external events, with support of other staff and volunteers, which may include attending and supporting EMI Canada events

#### Administration (5%)

- Supports EMI Canada finance team by leading development of Communications Department budget, and providing regular financial projections and other data as requested
- Developing and implementing workflows, processes and procedures to support EMI Canada's communications and marketing activities, and overall organization success
- Leads development of Communication Department policies and procedures
- Works with the EMI Canada team to support and promote the activities of EMI Canada to internal and external audiences

#### Discipleship and Spiritual Leadership (5%)

- Participates regularly in EMI Canada staff team discipleship initiatives such as Days of Prayer, retreats, and daily devotion and prayer



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## QUALIFICATIONS

### Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills, with ability to effectively communicate organizational vision, mission, and activities with a broad range of stakeholder groups across varied mediums
- Demonstrated experience in crafting promotional messaging, along with sharp editing skills
- Experience coordinating fund development initiatives such as donor stewardship, fundraising events, grants administration, etc. is an asset
- Proficiency in Outlook, MS Word, Excel, and internet applications, as well as ability to learn and proficiently use CRM databases (Civi)
- Proficiency in Adobe Creative Suite or other desktop publishing applications
- Detail-oriented with excellent organizational and time management skills, and ability to prioritize and meet deadlines
- Proactive self-starter comfortable working independently as well as in a team environment
- Strong interpersonal skills, with ability to build positive and productive collegial relationships
- Ethical, tactful, and committed to confidentiality regarding sensitive information

### Education and Experience

- An undergraduate degree in a relevant field is preferred
- At least 3 years' experience in a similar role, or having performed similar tasks, preferably in a charitable setting

### Personal Characteristics

- A mature individual with a heart and passion to advance the vision of EMI Canada
- Agreement with and adherence to EMI Canada's Statement of Faith and Code of Conduct
- Willing to undergo a Criminal Record Check before being approved for duty

## WORKING CONDITIONS

Incumbent will work in the EMI Canada office. Business travel within the city may be required, and travel outside the city will be rare.



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## ABOUT EMI CANADA

Engineering Ministries International is an international Christian non-profit organization. We partner with frontline ministries to provide accessible, affordable, and contextually appropriate engineering and architecture services, helping them to maximize their capacity and impact. We also train, mobilize, and support design professionals at all career stages as they serve with EMI.

*Our **mission** is to develop people, design structures, and construct facilities which serve communities and the Church.*

*Our **vision** is people restored by God and the world restored through design.*

The EMI Canada team is highly collaborative and nimble, working together to accomplish organizational goals. We value teamwork, continuous learning and improvement, and open communication.

## HOW TO APPLY

Please forward your resume and cover letter to [info.canada@emiworld.org](mailto:info.canada@emiworld.org), noting **Communications Coordinator** in the subject line.

Applications will be accepted until Friday, February 14, 2026.

We thank all applicants for their interest. Only those selected for further discussion and/or an interview will be contacted.