

Position: Communications Associate

Type: Part-time (24 hours/week), three year contract, (February, 2018 to February, 2021), with possibility of extension.

Reports to: Program Coordinator

About ACCESS Community Capital Fund

ACCESS Community Capital Fund provides access to loans and supports to people facing economic barriers. Our vision is for everyone to be given the opportunity to achieve financial security through sustainable employment and self-employment.

ACCESS Community Capital Fund (ACCESS) helps people with few financial assets, challenging credit histories, or low income obtain affordable loans to improve their standard of living. Loans of up to \$5000 are guaranteed by ACCESS and disbursed by financial institutions. These loans can be used to launch or expand a business, or to pay for training, certification, fees or tools in order to obtain a better job. Lending decisions are made by a volunteer-run Loan Review Committee (LRC), using a character-based lending model.

Based in Toronto, ACCESS is a Canadian registered charity established in 1999. In addition to loans, we provide financial literacy training, business coaching, and other supports to our clients.

We are seeking an individual who is passionate about helping people achieve financial security through employment and self-employment. This is a unique opportunity to join a small team working to build and expand an organization that empowers its clients and produces results across the GTHA. The Communications Associate will interact with various stakeholders and team members, and will have the opportunity to take on leadership and project management roles.

Activities & Responsibilities:

The Communications Associate will develop and execute communications and marketing strategies to help ACCESS increase its outreach to clients, donors, sponsors, volunteers, investors and other stakeholders. He/she will work closely with other Access team members in executing various organizational objectives including events, program evaluation, marketing, and communications.

Duties include:

- Develop communications strategy
- Write and disseminate newsletters
- Monitor and manage social media and online presence
- Use social media to promote ACCESS
- Find articles and resources to share on social media

Volunteer Coordinator

Position Description

- Prepare content for website (e.g. client profiles and stories)
- Update website for events, board members...etc.
- Gather and write material for the Annual Report
- Work with ACCESS team members to design and develop marketing material
- Provide excellent customer service to clients, volunteers, team members and other stakeholders
- Coordinate events, workshops and information sessions
- Contribute to team meetings by bringing up concerns, ideas, improvements and innovations
- Support and coordinate the activities of
 - Fundraising & events Committee
 - Annual Report and AGM committee
- Act as back-up for admin associate
- Assist with and attend Access events, and participate in community and partner events across the GTHA.
- Consistently use the Customer Relationship Management (CRM) system.
- Prepare reports.
- Assist in executing program evaluation initiatives on an ongoing basis.
- Other tasks as assigned by the Program Coordinator or Executive Director.

Skills, Experience & Qualifications

Required:

- University or College graduate with minimum one year's work experience that includes writing, marketing, and/or communications.
- Excellent written and oral communication skills.
- Strong interpersonal skills as well as sensitivity and experience in dealing with issues of poverty and marginalization.
- Demonstrated ability to engage with various socio-economic and ethno-racial communities
- Experience in establishing and maintaining relationships with various stakeholders including clients, donors, corporations and partner agencies.
- Experience in social media, writing newsletters, developing marketing material, and updating/maintaining websites.
- The ability to work as a member of a small, closely-knit team.
- Must be highly organized with strong attention to detail.
- Enthusiasm and professionalism in various situations and with different stakeholders.

Preferred:

- Familiarity with micro-lending models and social impact evaluation metrics.

Volunteer Coordinator

Position Description

- Experience in the not-for-profit sector.
- Analytical and research skills an asset.
- Experience in using CRM systems

Please note that a flexible work schedule is required for this position as some meetings and events occur in the evenings and on weekends.

To Apply: Submit a cover letter with a copy of your resume to hire@accessccf.com by January 15th, 2018.

We thank you for your interest in ACCESS. Only those applicants being considered will be contacted.

Access Community Capital Fund provides equal opportunity in employment and encourages applications from all qualified persons.