



Communications Specialist/Collective Member Full-Time, Permanent

Times Change Women's Employment Service is a non-profit community agency providing employment and educational counselling and resources for women since 1974. We are seeking a collaborative and motivated **Communications Specialist/Manager** who is ready to take the next step in their career

This is an exciting role for someone with experience in communications, fundraising, or program coordination who is eager to move into a management position. As part of our Collective management team - a collaborative leadership model where decisions are made together rather than hierarchically - you will play an active role in shaping organizational priorities, contributing to governance, and building leadership skills alongside a supportive and experienced team.

In this role, you will create and execute strategies that build awareness, understanding and support of Times Change and the critical work that we do to support women facing barriers to meaningful employment. It's an exciting chance to combine strategy and creativity to advance gender equity and economic empowerment in Toronto.

As an agency providing front line service to women, **only those who are qualified and identify as women will be considered** (reference: Section 24 (1) (a), Special Employment, Ontario Human Rights Code)

Specialist Responsibilities

Communications, Marketing & Advocacy

- Create and execute a comprehensive, data-driven communications, outreach and marketing plan that supports the organization's strategic priorities and annual operating objectives.
- Lead the ongoing execution of plans across digital, print, and community platforms including: newsletters, impact reports, promotional campaigns, website, social media, and email.
- Strengthen and grow the Times Change brand through clear, consistent and audience-specific messaging, and overseeing its use across the organization.
- Monitor and participate in/ capitalize on relevant public conversations. Act as agency spokesperson for community events, panels, and media opportunities.
- Organize events and campaigns, including coordinating with partners.
- Participate in advocacy groups and activities on behalf of the organization.
- Support issues-management to protect the organization's reputation.
- Manage ongoing impact tracking and reporting against targets.
- Develop, secure and manage budget allocations.

Fundraising & Revenue Generation

- Create and execute effective, data-driven individual donor and partner annual fundraising strategies that support the organization's strategic priorities and annual fundraising targets, including increasing donor retention and attracting new supporters.
- Contribute to revenue generation for the organization to meet annual revenue goals, including fundraising, fund development and partnership engagement.
- Lead annual fundraising campaign and donor stewardship activities.
- Develop and maintain successful corporate and individual partner and donor relationships through ongoing communications and engagement.
- Conduct research and identify new funding opportunities, as well as opportunities to grow existing funding partnerships; contribute to grant applications and partnership proposals.
- Plan and execute fundraising and stewardship events and activities.
- Develop and champion brand-aligned storytelling and campaign messaging to support fundraising objectives.
- Manage ongoing impact tracking and reporting against targets.
- Develop, secure and manage budget allocations.

Collective Responsibilities

Management & Organizational Leadership

- Provide supervision and management of staff, volunteers, and students
- Actively participate in weekly Collective meetings, including rotation of Chair and Secretary duties.
- Contribute to shared decision-making regarding strategic planning, policy development, and agency-wide initiatives.
- Lead the fundraising committee to achieve fundraising goals
- Take part in Collective leadership by participating in committees and other collaborative leadership teams across the organization.
- Other tasks as assigned or needed.

What you bring

- Post-secondary education in communications, fundraising, non-profit management, social services, or a related field
- 5+ years of communications and fundraising in a non-profit setting.
- Demonstrable experience developing and executing effective, data-driven annual plans for communications and fundraising, including measurement.
- Ability to successfully manage multiple projects simultaneously, including strong organizational, project and budget management skills.
- Ability to deliver creative ideas with strategic thinking and problem solving.
- Proven storytelling skills, including experience humanizing complex social issues and trends.
- Demonstrable ability to work independently and collaboratively, and to take the initiative.
- Supervisory or mentorship experience (staff, volunteers, or students) is an asset, with interest in developing leadership skills.

- Knowledge of women's issues and/or experience in community-based services.
- Exceptional communication skills, including writing, editing, and presenting.
- Confidence working with funders, partners, and community members, including building and maintaining long-term relationships.
- Strong accountability and sense of ownership.
- Proficiency in Microsoft Office, social media and digital platforms; familiarity with Canada Helps and design tools (e.g., Canva) is helpful.
- Knowledge of SEO, AI tools and/or digital marketing analytics is an asset.

Details

Hours: 35 hours per week

Pay: \$34.26/hour (over \$64 000/year)

Start Date: As soon as possible

Job Type: This is a full-time, permanent, and unionized position.

Benefits: Following a 6-month probation period, we offer RRSP savings, a defined benefit pension plan, 4 weeks' vacation, paid professional development opportunities, and a generous extended health benefit package.

Office Location: 2 Carlton Street, Toronto, Suite 701

Working Arrangement: Hybrid; this role will require being on site at the office two days a week with more in-office days as needed. Occasional evenings may be required for special events/programs.

Police Reference Check: Criminal Record & Judicial Matters Check (CRJMC), also known as a Level 2 required for final candidate

How to Apply:

Please email your résumé and cover letter to: hiring@timeschange.org

Cover letters are to be addressed to: The Hiring Committee

Subject line: Communications Specialist/Collective Member application

Application Deadline: We will be reviewing applications and scheduling interviews on a rolling basis. To ensure consideration, please apply as soon as possible and ideally before **Thursday, October 30, 2025, at 9:00 a.m.** Candidates are encouraged to apply earlier than the deadline, as we are contacting successful candidates for interviews as we receive applications.

The hiring process is governed by the Times Change Workplace Discrimination and Harassment Prevention Policy. We value diversity and inclusion and encourage candidates from varied backgrounds, including those who may require accommodation, to apply to join our team. As an agency providing front line service to women, only those who are qualified and identify as women will be considered (reference: Section 24 (1) (a), Special Employment, Ontario Human Rights Code)