

Employment Opportunity

Communications Coordinator

We are seeking a Communications Coordinator to join our team at Project Ploughshares.

Project Ploughshares, founded in 1976, is the peace research institute of The Canadian Council of Churches, with a focus on disarmament efforts and international security, specifically related to the arms trade, emerging military and security technologies, nuclear weapons, and outer space. Project Ploughshares operates out of the Kindred Credit Union Centre for Peace Advancement at Conrad Grebel University College on the campus of the University of Waterloo, and currently has 6 employees.

Position Type:	Part-time (50% time)
Hours:	17.5 hours per week
Location:	Waterloo, Ontario (on-site or hybrid [on-site/online])
Starting Date:	May 4 th , 2026
Starting Salary:	\$25,662
Salary Scale:	\$25,662-\$32,530 per year (prorated at 50% of \$51,324-\$65,059)
Benefits:	Pension, benefits, and pro-rated vacation time of 4 weeks per year

Position Summary:

The Communications Coordinator is responsible for the design and delivery of all externally facing print and digital communication products for Project Ploughshares. They enable Ploughshares to creatively and effectively engage a wide range of audiences ranging from donors to civil society and church partners, government policymakers, media outlets, students, and other interested community members. The Communications Coordinator reports to the Director.

Key Position Functions:

1. Print Publications

- Design/layout and edit all print materials including:
 - (i) Quarterly *Ploughshares Monitor*
 - (ii) Direct mail campaign letters (Spring, Fall, Christmas)
 - (iii) Annual report
 - (iv) Research reports
 - (v) Brochures, briefs, and other public engagement resources
 - (vi) Holiday and thank-you cards
- This requires close collaboration with the program team to develop content and manage timelines, and with the operations team to handle printing and delivery logistics

2. Website

- Website maintenance: create and update content, maintain online donation form, address technical functionality, monitor analytics

3. E-newsletter and E-mail Campaigns

- Design and produce all content for:
 - (i) Monthly e-newsletters
 - (ii) Targeted appeals (International Day of Peace, Giving Tuesday, etc.)
- This requires close collaboration with the program team to develop content and manage timelines, and with the operations team to maintain e-mail recipient lists via Constant Contact

4. Social Media

- Create/schedule social posts (text, graphics, videos) and lead engagement
- Track engagement through monthly and annual analytics reports

5. Media

- Field and track media inquiries
- Monitor and track media mentions
- This requires close collaboration with the Director and program team to address media engagement inquiries and opportunities.

6. Special Events

- Promote and design digital resources and physical display materials for occasional online and in-person events

7. Communications Strategy

- Maintain a style guide to align visual and editorial identity across platforms
- Contribute to organizational strategic planning, program planning, and fundraising planning processes

Qualifications:

1. Demonstrated alignment with and support for the identity and mission of Project Ploughshares

2. Education

- Bachelor's degree and/or a college diploma in communications, marketing, public relations, or a related field.

3. General Skills

- Excellent organizational and project management skills, with the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Strong written and verbal communication skills, with a high level of accuracy in editing and proofreading.
- Creativity, sound judgment, and a strong eye for visual design and brand consistency.
- Ability to translate complex information into clear, engaging, and audience-appropriate content.
- Strong interpersonal and relationship-building skills, with the ability to work collaboratively.
- Self-motivated, with the ability to take direction while demonstrating initiative and problem-solving skills.

4. Technical Experience

- Proficiency in Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Premiere, Acrobat) for graphic design and content production.
- Experience with website content management systems (e.g., WordPress) and hosting platforms (e.g., WP Engine).
- Experience managing and creating content for organizational social media platforms.
- Familiarity with virtual event platforms (e.g., Zoom, Microsoft Teams).
- Experience with print production and advertising is an asset.
- Photography and video production/editing skills are an asset.
- Familiarity with analytics tools (e.g., social media insights, Google Analytics) is an asset.

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

The Communications Coordinator works from the Project Ploughshares office in Waterloo, Ontario; a hybrid work arrangement may be negotiated after six months. Occasional attendance at evening or weekend meetings and events may be required. Some travel within Canada may be required.

Application Procedure:

Applicants must be Canadian citizens or have residency status with eligibility to work in Canada.

Applications should be emailed with a cover letter and résumé with names, addresses, and telephone numbers (indicating home or business) of three references to:

Matthew Pupic, Director of Operations
Project Ploughshares
140 Westmount Road North, Waterloo ON N2L 3G6
mpupic@ploughshares.ca.

Closing Date: All applications must be received by April 7, 2026

We thank all candidates for their interest, but only those under consideration will be contacted.

For more information on Project Ploughshares, please see www.ploughshares.ca.