

COMMUNICATIONS AND PHILANTHROPY COORDINATOR

PORTE PAROLE PRODUCTIONS

Porte Parole creates and produces documentary theatre that sheds light on contemporary Canadian realities and fosters critical reflection on the major issues shaping our society. For the past 25 years, we have created spaces for dialogue between artists, citizens, and decision-makers in order to encourage active participation in democratic life.

We are seeking a curious, creative, and organized individual who wishes to contribute both to the visibility of our projects and to the philanthropic development of the organization. This position offers a unique opportunity to gain diverse experience within a committed team by actively participating in communications strategies, fundraising campaigns, and the development of relationships with our partners and donors.

POSITION SUMMARY

Reporting to the heads of the communications and philanthropic departments, the Communications and Philanthropy Coordinator supports the implementation of Porte Parole's communications, outreach, and philanthropic development activities.

The successful candidate will contribute to the creation of digital content, the management of communication platforms, the organization of philanthropic initiatives, and the stewardship of donor relationships. They will play a key role in coordinating a variety of cross-functional projects and supporting the achievement of the organization's strategic objectives.

KEY RESPONSIBILITIES

Communications and Outreach

- Participate in the creation, production, and distribution of Porte Parole's digital content in collaboration with the Communications Manager;
- Manage the organization's social media platforms on a daily basis (Facebook, Instagram, LinkedIn, and TikTok);
- Write, adapt, and translate content for a variety of communication platforms and tools;
- Design promotional visuals using Canva for social media and digital platforms;
- Edit short-form videos for social media;

- Update website content through WordPress;
- Contribute ideas and support the evolution of digital content strategies;
- Ensure the quality and consistency of communications in both French and English.

Philanthropic Development Support

- Support the Director of Philanthropic Development in preparing research, briefing materials, and tools required for donor cultivation, solicitation, and recognition;
- Contribute to strategies aimed at growing and diversifying the organization's donor and partner base;
- Assist with the coordination of fundraising campaigns and donor recognition activities;
- Conduct donor stewardship activities, including thank-you calls and retention communications;
- Prepare and coordinate direct mail campaigns and philanthropic communication materials;
- Assist with the drafting and editing of solicitation letters, funding requests, and selected grant applications.

Coordination and Administrative Support

- Contribute to the planning and organization of philanthropic events and activities;
- Prepare materials for Development Committee meetings and ensure accurate note-taking and follow-up;
- Maintain the integrity and quality of data within HubSpot;
- Ensure compliance with consent requirements, privacy standards, and data management best practices;
- Collect and compile information required for reports, donor recognition tools, and organizational publications;
- Contribute to the continuous improvement of departmental tools, procedures, and practices;
- Serve as a point of contact for donors and provide attentive, professional service.

DESIRED PROFILE

- Strong interest in digital communications, philanthropy, the arts, and social issues;
- Excellent writing and communication skills;
- Strong organizational skills and ability to manage multiple priorities simultaneously;
- Creativity, initiative, and attention to detail;
- Ability to work independently while collaborating effectively with different teams;
- Excellent interpersonal and customer service skills;
- Interest in emerging trends in digital communications and philanthropy;
- Strong attention to information management and confidentiality.

REQUIRED QUALIFICATIONS

- Education in communications, marketing, administration, philanthropy, arts management, or a related field;
- One to three years of relevant experience, or an equivalent combination of education and experience;
- Strong knowledge of social media platforms and digital content creation tools;
- Proficiency with Microsoft Office;
- Experience with Canva;
- Experience with WordPress, HubSpot, or Asana is considered an asset;
- Excellent written and verbal communication skills in both French and English.

We recognize that career paths can vary and encourage applications from motivated individuals who are eager to develop their skills in communications, philanthropy, and cultural management.

WORKING CONDITIONS

Start Date: Early August 2026

Status: Permanent full-time position (37.5 hours per week)

Location: Montreal, hybrid work model

Salary: \$25/hour based on a 37.5-hour work week. Porte Parole offers a stimulating, collaborative, and people-centered work environment, along with a comprehensive benefits package that includes four weeks of vacation annually, ten personal days, and a group benefits plan including health insurance.

Porte Parole is committed to fostering a diverse and inclusive workplace where every team member is valued, respected, and encouraged to contribute fully to the organization's mission.

HOW TO APPLY

Please submit your résumé and cover letter to jobs@porteparole.org no later than **July 31, 2026, at 5:00 p.m.**

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