

Communications Coordinator

Permanent, Full-Time (35 hours per week)

Start Date: August 2026

Location: This role is open to candidates across Nova Scotia, with a preference for those living and working in the Halifax Regional Municipality, where the Nourish office is located. Team members based in Halifax follow a hybrid work schedule.

Reports to: Executive Director

Terms of Employment:

- \$60,060-\$65,520 annually
- 35 hours/week
- Cost-shared benefits plan
- 3 weeks' vacation and 10 sick/wellness days per year (plus paid time off for an office closure between Christmas Eve and New Year's Day).

Deadline for Application: July 20th, 2026

About Nourish Nova Scotia

Nourish Nova Scotia inspires and equips young people to learn about food and transform the food systems around them. Through our programs and advocacy, we work to improve access to nutritious food, create supportive spaces for youth to learn about food, and support young leaders to make our food system better.

We believe that every young person deserves the knowledge, skills, and opportunities to build positive, healthy relationships with food. When we equip youth with hands-on food education, we're not just teaching them how to cook or grow food- we are supporting a thriving, empowered generation, that values and protects our local food system.

About the Role

The Communications Coordinator is the organization's sole communications lead and plays a central role in shaping how our story is told. This position blends strategy with hands-on execution: you'll implement our communications plan, manage multi-channel storytelling, maintain our digital presence, and support the program team with clear, engaging, and accessible communications.



Working closely with the Executive Director, Community Giving Manager, and program team, you will help design and deliver a range of campaigns and program-specific communications. This role is ideal for someone who loves variety, thrives in a collaborative environment, and enjoys balancing creative work with organized project management.

About You

You're an excellent communicator who brings a creative spark to everyday storytelling. You love shaping ideas into clear, engaging messages – whether you're writing a social post, crafting a program story, or designing a new resource. You're a strong writer with the ability to turn real moments, events, and insights into impactful stories that help propel our mission forward.

You have an eye for design and enjoy creating materials that are both beautiful and functional. Working within an established brand feels like a creative challenge, not a constraint; you know how to make content feel fresh, consistent, and accessible.

You're someone who naturally thinks in systems and workflows. You use digital tools to stay organized, collaborate effectively, and keep projects moving. You enjoy finding ways to make processes smoother for yourself and your team.

You care about food, community, and building healthy, resilient food systems. You're energized by the idea of engaging young people in our communications work and creating content that feels relevant, inviting, and youth-friendly. You feel motivated by a shared purpose, and you enjoy supporting a team with diverse strengths.

Key Responsibilities & Accountabilities

- **Communications Strategy:** Implement and evolve our organizational communications plan to strengthen brand awareness and community engagement.
- **Social Media Management:** Plan, create, and publish content across platforms; monitor engagement; track analytics; and maintain a consistent, youth-friendly voice.
- **Impact Storytelling:** Gather stories from staff, partners, and participants; write compelling narratives; and translate program outcomes into accessible, inspiring content.
- **Design & Creative Production:** Create digital and print materials including program resources, reports, and promotional assets.
- **Website Management:** Maintain and update our WordPress website, ensuring content is current, accessible, and aligned with our brand.
- **Project Coordination:** Manage multiple communications projects simultaneously, collaborating with staff to meet deadlines and organizational priorities.
- **Internal Collaboration:** Work closely with program teams to support communications needs, gather content, and ensure consistent messaging.
- **Digital Tools & Systems:** Use tools such as Notion, Google Workspace, SharePoint, and Canva to organize work and produce high-quality content.



Essential Knowledge, Skills, and Competencies

- **Post-secondary training** in communications, marketing, digital media, or a related field, or an equivalent blend of education and relevant professional experience.
- **Strong writing and editing** skills, with the ability to adapt tone, clarity, and style for diverse audiences and platforms.
- **Social media management** experience, including content creation, scheduling, analytics interpretation, and community engagement.
- **Project coordination** skills with the ability to manage multiple priorities, meet deadlines, and use digital tools to streamline workflows.
- **Digital tool proficiency**, including Canva and Google Workspace, with comfort adopting new platforms such as Notion, Dropbox, and Mentimeter.
- **Basic graphic design skills**: creating branded visuals, infographics, and promotional materials.
- **Brand stewardship**: ensuring consistency in messaging, tone, and visual identity across all channels.
- **Interpersonal and collaboration skills** that support working across teams and with partners and contractors.

Considered Strong Assets:

- Photography and videography: capturing and editing simple photo/video content for social and web.
- Website content management: comfort maintaining and updating pages using WordPress.
- Analytics and reporting: ability to interpret engagement data and use insights to improve content strategy.
- French speaking and writing are considered strong assets.

How to Apply:

To apply, please send a cover letter and resume in one document to human.resources@nourishns.ca referencing the position title in the subject line.

The application deadline is on or before July 20th, 2026. Only shortlisted candidates will be contacted for interviews.

If you require any accommodation or technical support, please indicate how we can support you in the body of your email. We appreciate your interest in Nourish Nova Scotia.

