



## **Communications & PR Specialist**

**Location: 10 Carnforth Road, Toronto with ability to work remotely**

***Are you interested in joining our team in this exciting and re-energized adventure providing people access to God's Word?*** The Canadian Bible Society (CBS) is looking for a dedicated Communications & PR Specialist who will support the planning and delivery of national communications and public relations initiatives. Reporting to the Director of Communications & PR, this role helps create high-quality content that strengthens the CBS brand, communicates impact, and supports fundraising and engagement across Canada.

The Specialist will collaborate with internal teams, external partners and vendors to deliver clear, consistent, mission-aligned messaging across platforms and audiences. This fast-paced, collaborative role requires strong storytelling skills, attention to detail, and the ability to manage multiple priorities in a dynamic environment.

### **Key responsibilities:**

#### Communications & Brand Alignment

- Support the implementation of CBS national communications and PR plans
- Help ensure consistency in messaging, tone, and visual identity across communication channels
- Develop clear briefs for creative, digital, and design teams
- Adapt messaging for key audiences including donors, churches, partners, media, and the public
- Support fundraising communications, including proposals, donor materials, campaign messaging, and stewardship content
- Gather and organize stories, testimonials, data, and photos for donor communications and key publications such as the Annual Report
- Support communications for donor, church, and public engagement events
- Assist in preparing branding and communication materials (invitations, presentations, signage)
- Contribute to the development of key campaigns and seasonal initiatives (e.g., Advent, Lent)

#### Content Development & Storytelling

- Write, edit, and produce content for websites, newsletters, social media, and presentations
- Develop impact-driven stories that communicate mission outcomes and transformation

- Gather, write, and edit stories from national and international program work
- Maintain strong editorial standards for clarity, consistency, and accuracy
- Craft captions and messaging for multimedia platforms and support website updates
- Coordinate multimedia assets and support digital campaigns in collaboration with the digital team

#### Publications, Reports & Content Gathering

- Gather and organize stories, photos, and data for reports, newsletters, campaigns, and program communications
- Support the editing and compilation of reports and communications materials
- Help build and maintain a centralized library of stories and assets
- Work across teams to ensure timely and accurate content flow

#### Video & Multimedia Content Support

- Assist with photo and video production across pre-production, production, and post-production
- Develop clear photo and video briefs outlining objectives, audience, tone, and distribution
- Support scripting, storyboarding, content review, and asset gathering
- Coordinate with internal teams and external vendors to deliver high-quality multimedia content

#### Media Relations & PR Support

- Draft media releases, key messages, and related PR materials
- Support media outreach, media list development, and tracking coverage
- Assist in preparing background materials and messaging for interviews and public engagement
- Respond to urgent communications needs, including short-notice requests

#### Project Management & Coordination

- Manage multiple communications projects while meeting deadlines
- Maintain timelines, deliverables, and coordination across teams and external partners
- Help organize workflows for content production, campaigns, and events

#### Other Responsibilities

- Stay informed on trends in communications, digital media, nonprofit storytelling, and PR
- Support ongoing improvement of communication processes and tools
- Perform other communications-related duties as required



## **Requirements**

### Education & Experience

- Bachelor's degree in communications, public relations, journalism, marketing, or a related field
- Minimum 3–5 years of relevant communications experience
- Demonstrated experience in writing, editing, and content development
- Experience in nonprofit organizations is an asset

### Skills & Competencies

- Excellent writing, editing, and storytelling skills
- Strong understanding of branding, brand identity, and communications and PR best practices
- Ability to develop clear briefs and support creative direction
- Working understanding of video and multimedia production workflows
- Strong organizational, proofreading, and project management skills
- Ability to manage multiple priorities in a fast-paced environment
- Proactive, adaptable, and collaborative
- Proficiency in Microsoft 365, PowerPoint, Canva, or similar tools
- Familiarity with social media platforms and digital communication channels
- Hybrid work model; candidates must live within the GTA and be able to attend in-person meetings in Toronto as required

## **What does the Canadian Bible Society Do?**

We are an interdenominational organization partnering with individuals, churches, and organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canadian youth who are searching for hope or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate more than 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

## **To Apply:**

Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca) by July 5th 2026.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.