

Manager, Communications & Community Engagement

Part-time, 6-month contract role with possibility of renewal subject to organizational needs and funding

The British Columbia Association of Community Response Networks (BC CRN) is seeking a creative, digitally savvy, and organized communications professional for a part-time contract role. This position will elevate BC CRN's provincial profile, promote educational programs, strengthen community engagement, and support strategic communications initiatives across British Columbia.

Working closely with our external marketing agency and Leadership Team, the Manager will oversee communications and digital engagement activities, promote BC CRN's signature programs, foster community partnerships, and share compelling stories that highlight the impact of local Community Response Networks (CRNs).

The ideal candidate combines a strong eye for visual branding and graphic design with practical experience in community storytelling.

The Organization

BC CRN is a provincial, non-profit organization dedicated to the prevention of adult abuse and neglect. Community Response Networks (CRNs) are formed across the province to facilitate prevention and education activities and create a coordinated response within each community to help keep vulnerable adults safe from abuse, neglect and self-neglect.

Contract Details

- Part-time Independent Contractor Agreement (up to 90 hours/month)
- Preference given to candidates operating as an incorporated company in BC. Registered sole proprietors with an established business, active GST number, and business registration will also be considered.
- Remote (candidate must reside in the Lower Mainland, BC)
- Works closely with the Executive Director and the Coordinator of Programs & Communications
- Flexible schedule; attendance at occasional in-person meetings and events in the Lower Mainland and periodic travel within BC required
- BC CRN is an inclusive employer that values diversity and encourages applications from people of all backgrounds

Key Responsibilities

External Communications & Marketing Agency Collaboration

- Contribute to the development and implementation of BC CRN's communications plan.
- Serve as a liaison with BC CRN's external marketing agency, coordinating campaigns, content calendars, and deliverables.
- Lead the planning, content development, and production of the annual report in collaboration with the Executive Director and Leadership Team.
- Develop and share compelling stories, news items, and profiles that highlight the impact of local CRNs and community-based abuse prevention initiatives.

- Maintain consistent branding, visual identity, and messaging across all communications channels.
- Create, curate, and manage content for social media, website, newsletters, and digital platforms.
- Maintain and update website content, resources, and news stories.

Internal Communications & Network Outreach

- Build and maintain relationships with Community Response Networks (CRNs) and partner organizations to strengthen BC CRN's visibility and community i
- Lead internal communications through bulletins, and email campaigns, keeping CRN Coordinators, Regional Mentors, and community partners informed and engaged.
- Promote BC CRN workshops and educational programs to increase community participation.
- Identify and develop opportunities for collaboration and cross-promotion with non-profits, community groups, and service providers.

Qualifications

- Post secondary degree or diploma in communications, public relations, political or social science, public health, journalism or a related field.
- 3–5 years of hands-on communications, digital media, and community engagement experience.
- Demonstrated experience working in non-profit, charitable, or social service environments.
- Experience working effectively with external creative vendors/agencies.
- An understanding of equity, diversity, inclusion, and Indigenous reconciliation principles.
- Exceptional oral and written skills, including presentation skills.
- Outstanding ability to capture community impact, manage publication projects and adapt tone across mediums.
- Ability to exercise independent judgement and initiative when required.
- Proficiency with digital communications, design, and collaboration tools, including Canva, WordPress, Constant Contact (or similar email marketing platforms), social media management platforms, and Google Workspace.
- Experience hosting and managing virtual meetings, webinars, and online events using Zoom, Microsoft Teams, and related platforms.
- Video production experience is an asset.

Compensation

- \$48.35 per hour (+ GST), up to 90 hours per month.

How to Apply

Qualified candidates are invited to submit their resume and cover letter to: Director of Operations: kelina.kwan@bccrns.ca. Subject Line: Application: Manager, Communications & Community Engagement by **Wednesday, September 16, 2026**.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

For more information about BC CRN and our work across British Columbia, please visit www.bccrns.ca.