



<b>Job Title:</b>	<i>Communications Specialist</i>
<b>Reports To:</b>	<i>Digital Marketing Manager</i>

### **Chalice**

Chalice is a Catholic, Nova Scotia based organization with a vision for "A world where all children and families live in communities of life and love." Through the generosity of our Canadian supporters, combined with the continued effort of our international partners and Chalice sponsored families, we work in more than 1500 communities around the world to provide opportunities for children to receive an education, for families to become empowered, and for communities to become more caring and connected.

Please visit our website at: [www.chalice.ca](http://www.chalice.ca) to find out more information about our mission and our organization.

### **Job Purpose**

The ideal candidate will be committed to Chalice’s mission “To reveal God's love in action by serving the poor, with the Global Catholic Community” and will be primarily responsible for identifying, shaping, and telling compelling stories that communicate the mission, values, and impact of Chalice. Working collaboratively with the Digital Marketing Manager, the Communications team, and colleagues across the organization, this role develops clear, engaging, organization-aligned copy and creative concepts that ensure consistent brand voice, messaging, and visual storytelling across all channels. This role plays a key role in translating lived experiences into clear, compelling content that builds awareness, deepens donor and supporter engagement, and encourages participation in fundraising campaigns, while respectfully honouring the voice and dignity of the beneficiary at the centre of each story. Through strong creative execution and strategic storytelling, the **Communications Specialist** supports Chalice’s fundraising goals while upholding brand standards, ethical storytelling practices, and the dignity of the communities we serve.

## **Duties and Responsibilities**

- Identify and create storylines in consultation with the Invitation Department and the Communications team to support all funding campaigns.
- Collaborate with the Communications team on the production and evaluation of printed and digital marketing materials, website content, and other media content as necessary.
- Collaborate with relevant departments to gain necessary information and support for initiatives.
- Preparation of guidelines and criteria for media standards, and the implementation and evaluation of Chalice media.
- Collaborate across different departments within Chalice for development, problem solving initiatives, and reporting.
- Assist in writing, editing, and proofreading material produced by the Invitation Department as well as other departments.
- Stay up to date with evolving standards in communications, emerging PR trends, and develop narratives in keeping with them.
- Attend departmental and team meetings as required.
- Work and communicate professionally across departments and in team settings.
- Ad-hoc project work and other responsibilities as assigned.

## **Qualifications**

- Post-secondary degree in Marketing/Public Relations or equivalent.
- Previous experience in writing, communications, or content development (1-5 years).
- Exceptional writing, editing, and proofreading skills with strong attention to detail.
- Familiarity with content creation and strategy.
- Strong project and time management skills, with ability to manage multiple priorities and meet deadlines.
- Ability to work in a professional manner in a deadline-driven environment.
- Collaborative team player with excellent interpersonal and communication skills.
- Demonstrated integrity, professionalism, and respect for confidentiality.
- Highly creative and imaginative problem solver and motivated self-starter.
- Comfort working in a faith-based, mission-driven environment.

## **Working Conditions**

- Full-time, permanent position (40 hours per week)
- Start date is immediate upon hiring.

- This role is based on-site at our office in Bedford, Nova Scotia.
- Must be legally entitled to work in Canada.
- Employment is subject to a probationary period.
- Competitive salary, plus a comprehensive benefits package (health, dental, vision, EAP, life/AD&D) in accordance with organizational policies.
- Group RRSP subject to eligibility requirements.
- Paid time off, including vacation, personal, and sick days.
- Working in a faith-based, prayer-filled environment, including daily prayer participation at 8:30am.

### **Application deadline**

Please submit your **resume and cover letter** by February 24, 2026, to **hr@chalice.ca** with the subject line: **“Communications Specialist – 2026”**. Applications will be reviewed as they are received, and early submissions may be given priority. A practical skills assessment may be required as part of the selection process. While we deeply appreciate every application received, only shortlisted candidates will be contacted.