



Job Title:	<i>Creative Specialist</i>
Reports To:	<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.

Job Purpose

The Creative Specialist creates and curates engaging visual, video, and digital content that supports Chalice's mission and strengthens its presence across social media, web, and promotional channels. Working closely with the Digital Marketing Manager, the Communications team, and colleagues across the organization, this role transforms stories, photos, and ideas into compelling content that inspires awareness, engagement, and support.

The Creative Specialist contributes to creative planning and campaign development, supports the launch of communications initiatives, and ensures all content reflects Chalice's Catholic values and faith-centered mission.

Duties and Responsibilities

- Assist in developing and maintaining marketing strategies and campaigns, using all necessary channels including social media.
- Write compelling copy targeted for a wide range of audiences to be used in promotional and fundraising materials and reports.
- Contribute stories for the blog, monthly eNewsletter, and other regular publications as required to support the creative team.
- Review, edit, tag, write stub copy, and catalogue visual assets in Resource Space
- Assist in regular website updates relating to written content, donation pages, and sponsorship.

- Work collaboratively with the Creative Team to develop campaign concepts, narratives, and executions.
- Edit both long and short duration videos for use across internal and external communications including Reels/Shorts, Informative videos, Campaign promotion videos, instructional videos, etc.
- Record and capture video and photo content as needed.
- 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.
- Contribute 4 hours per week supporting the faith environment of Chalice, including active participation and attendance at morning prayer, as well as assisting in preparation and facilitation of morning prayer, and support of other faith directed Chalice activities during the year.
- 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 and Requirements

- Post-secondary degree in Marketing/Public Relations or equivalent.
- Experience and understanding of social media platforms, including analytics and optimization.
- Experience with video and photo editing software
- Experience with operating a Fujifilm X-T5 or similar camera
- Experience with recording sound and voice
- Previous writing experience (1-5 years).
- Excellent, editing, and proofreading skills.
- Familiarity with content creation and strategy.
- Strong project management skills.
- Excellent time management skills.
- Ability to work in a professional manner in a deadline-driven environment.
- Creative problem-solving skills.
- Strong personal integrity.
- Demonstrated ability to work in a team environment
- Highly creative and imaginative problem solver and motivated self-starter
- Excellent communication and interpersonal skills
- Creative problem-solving skills

Professional Development

- Attend training sessions and workshops as required
- Participate in research and knowledge-sharing initiatives

Working Conditions and Benefits

- This is a **12-month term, full-time position** (40 hours per week).
- The start date is immediate upon hiring, with the possibility of extension subject to organizational needs and mutual agreement.
- 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.
- Paid vacation.
- 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 27, 2026, to **hr@chalice.ca** with the subject line: **“Creative 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. Shortlisted candidates may be asked to provide a portfolio or samples of previous work as part of the selection process. While we deeply appreciate every application received, only selected candidates will be contacted.