



Brentwood Recovery Home

JOB POSTING

JOB TITLE: Special Events & Communications Coordinator

DATE PREPARED: April 28, 2026

DEPARTMENT: Corporate Services

POSTING NUMBER: 07-2026

REPORTS TO: Manager of Fund Development

GENERAL SUMMARY

Reporting to the Manager of Fund Development, this role is responsible for facilitating Alumni-led special projects, volunteer management, social media communications and other administrative functions that support alumni and staff.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:

- Demonstrate and exemplify Brentwood's mission and values in day-to-day work.
- Act with the highest standard of professionalism with clients, family members, community partners, and colleagues.
- Compliance with organizational, health and safety and privacy regulations and requirements

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following and other duties as may be assigned;

Volunteer & Special Events Coordination (Alumni Social and Fundraising Events)

- Develop, build, and maintain positive, long-term relationships with volunteers (alumni and non-alumni).
- Volunteer program development and stewardship

Administrative Support

- Quarterly newsletters
- Alumni aftercare data collection
- Preparation of weekly announcements
- Collaboration with Manager of Fund Development to support major campaigns (Dream Lottery, 50/50)

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Social Media and Communications

- Development and implementation of broad social media strategy
- Regular communications across social platforms; event promotion, sponsorship and donor recognition
- Website updates

QUALIFICATIONS

Education & Experience Requirements

- Post-secondary diploma or degree in event management, communications, marketing, public relations, nonprofit management, or a related field is preferred.
- Demonstrated experience coordinating events, managing communications (including social media and stakeholder engagement), and supporting fundraising initiatives is considered a strong asset.
- Experience in the nonprofit or social services sector is an asset.

Knowledge & Skills:

- High level of computer software knowledge (Office 365, Canva, Mailchimp, Facebook, Instagram, etc)
- Bilingualism in both official languages would be an asset.
- Strong interpersonal skills with the ability to network, motivate and inspire.
- Ability to multi-task, be flexible and adapt to changes quickly.
- A knowledge of project management software is considered an asset.
- Knowledge of lottery and raffle operation regulations is considered an asset.

Why Join Brentwood?

Brentwood Recovery Home is committed to supporting recovery through compassionate, evidence-informed care. This role offers an opportunity to make a meaningful impact by strengthening community engagement and supporting life-changing programs.

Compensation and Schedule

- Permanent, full-time (37.5 hours weekly), salaried position
- Health and dental benefits
- Employer-matched pension plan
- Generous vacation and personal days
- Annual salary range - \$35,685 – \$44,538
- Hours may also include weekends shifts for special events and outings.
- Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment

How to Apply

Resume may be submitted directly online or by email to Brentwood Human Resources at rrobinet@brentwoodrecovery.com. Posting is open until end of business on May 20th, 2026. Only candidates selected for interviews will be contacted.

Please mark in the subject line “Posting # 07-2026

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