

**Key Details:**

Job Title: Communications & Project Coordinator

Type: Full-time, 35 hours per week

Location: 3701 Danforth Avenue, Scarborough, ON M1N 2G2. This is a fully on-site position.

Salary: The salary for this position ranges from \$50,000–\$55,000 per year, depending on experience and qualifications. A comprehensive benefits package is also included.

Deadline: : A cover letter and resume must be submitted no later than November 11, 2026.

Reports to: Director, Brand & Communications

Vacancy: This position is currently vacant and available to be filled.

AI Disclosure: Variety does not use artificial intelligence or automated tools to screen, assess, or make hiring decisions. All applications are reviewed by our hiring team.

Variety is committed to building an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. We welcome applications from racialized persons and persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and anyone who can contribute to the diversity of our team and a culture where everyone feels valued and included.

About Us:**VARIETY GROUP OF COMPANIES OVERVIEW**

There are three companies that make up the Variety Group of Companies (Variety):

- Variety - the Children's Charity (Ontario)
- Variety Village
- Variety Club of Ontario – Tent 28

Variety - the Children's Charity (Ontario) supports programming for children with a disability at Variety Village and throughout the province. Variety programming is inclusive and powered by sport, transforming the lives of individuals and families, while creating more inclusive communities across Ontario.

Variety -the Children's Charity (Ontario) is funded through individual donors, corporate sponsorship, fundraising activities, federal and provincial governments, and foundations.

Variety - the Children's Charity (Ontario) is part of an international charity that has been in operation since 1928. The charity began in Pittsburgh and spread throughout the United States. The chapter in Ontario was the first chapter outside the United States and is now one of the 5 Variety Chapters in Canada. It was founded in 1945, and the original mission of the charity was to build a school for boys with a disability who could not receive an education in the mainstream school system. The school was called Variety Village.

Variety Village operated as a school until it became a centre of para-sport excellence.

Since the 1970s, Variety athletes and coaches have represented Canada at every summer Paralympic games. Currently, Variety Village is a 170,000 square foot facility and operates as a fitness centre for the general community as well as offering programs, training and camps for children of all ages and abilities.

Vision Statement:

“A Welcoming Community and World-Renowned Facility that Empowers All.”

Mission Statement:

“As a Charity, we embrace a people first philosophy, prioritizing inclusivity and support for all. Our Mission is to empower individuals to connect, thrive, and achieve their personal bests.”

Values:

Inclusivity: We host events, deliver programs, and create programs for all.

Respect: We foster a culture of mutual and equal respect.

Trust: We create a safe and trustworthy environment for active participation and are a trusted source of expertise.

Empowerment: We facilitate personal growth and development.

The Opportunity:

Reporting to the Director, Brand & Communications, the Communications & Project Coordinator is a hands-on communications generalist who helps organize and deliver departmental projects, routine organizational communications, public relations activity and administrative workflows. This position is the operational coordination point for assigned work: keeping requests, deadlines, materials, approvals and follow-ups organized while contributing strong writing and practical communications support. The role collaborates closely with the Marketing & Campaign Specialist, Digital Media & Content Specialist and part-time Graphic Designer.

Who We Are Looking For:

We are looking for an organized, resourceful and proactive early-career communications professional with strong writing, careful attention to detail and excellent follow-through. The successful candidate can manage several assignments, seek missing information, build relationships across departments and bring practical solutions forward. They are comfortable

learning new systems, taking initiative and working respectfully in an active, inclusive facility. They know when to proceed independently and when to escalate decisions or sensitive issues.

Key Areas of Responsibility:

Communications & Public Relations

- Plan, script, capture, edit and deliver original photography, video, interviews, testimonials, reels, stories, short-form and longer-form videos, graphics, animations and other multimedia assets.
- Independently manage content production from concept and creative brief through scheduling, filming, editing, captioning, quality assurance and final delivery.
- Identify and pitch authentic stories featuring members, athletes, families, staff, volunteers, donors and community partners; conduct thoughtful interviews and build rapport and trust.
- Adapt creative assets for social media, websites, email newsletters, digital advertising, facility screens, presentations, print and other organizational channels.
- Create and edit professional visual materials using Canva and appropriate photo/video editing software; coordinate with designers or vendors for specialized production.
- Ensure content is accurate, on-brand, appropriately approved and suitable for the audience and channel.

Project Coordination & Workflow Management

- Maintain a centralized project tracker, communications calendar, task lists, timelines and production schedules for assigned departmental initiatives.
- Coordinate project intake and briefs, clarify objectives and required materials, identify owners and deadlines, track approvals and follow up on outstanding items.
- Arrange meetings, prepare agendas, document decisions and action items, and share concise status updates with project participants.
- Flag risks, competing deadlines, resource constraints and missing information early; support prioritization decisions made by the Director.
- Coordinate routine production activities with internal teams, printers, suppliers, designers and other vendors, including proofing, delivery and record keeping.

Salesforce & Campaign Data Support

- Support accurate and organized Salesforce campaign records, contact and audience lists, campaign activity logs, tracking documentation and approved updates within assigned permissions.
- Collect and reconcile campaign information from internal departments; identify missing or inconsistent records and coordinate corrections with the appropriate data owners.
- Help prepare campaign status summaries, supporting spreadsheets and basic reporting inputs for the Marketing & Campaign Specialist and Director.

- Maintain consistent naming, documentation and campaign file structures; follow privacy, consent, retention and data-access requirements.
- Work under the Marketing & Campaign Specialist's direction for marketing automation, segmentation strategy and campaign performance analysis; refer system configuration and integrations to authorized administrators.

Departmental Operations & Administrative Coordination

- Monitor and organize incoming departmental requests, maintain shared calendars, templates, file structures, communications records and production inventories.
- Coordinate vendor quotations, purchase documentation, proofing and delivery tracking in accordance with approval procedures.
- Support onboarding and coordination of interns, co-op students and temporary resources for assigned tasks; no formal supervisory authority.
- Help improve request forms, file naming, version control, workflow documentation and team processes.
- Provide practical communications support during busy periods, including Canva-based routine layouts, content updates and administrative follow-through.

Events, Partnerships & Cross-Department Collaboration

- Coordinate communications schedules, invitations, notices, briefing materials, signage requests and follow-up items for town halls, community events and partner activations.
- Work with Membership, Programs, Fitness, Fundraising, Events, Facilities, IT and other teams to gather and verify details before publication.
- Coordinate with the Digital Media & Content Specialist on photos, video, social coverage and editorial materials; collaborate with the Marketing & Campaign Specialist on campaign deliverables and reporting.
- Attend occasional evening, weekend or off-site activities as operationally required and arranged in advance.

Campaigns, Events & Cross-Departmental Support

- Produce multimedia and social content for membership acquisition, programs, camps, fitness, fundraising appeals, donor stewardship, events, sponsorships and organizational initiatives.
- Work with the Marketing & Campaign Specialist on creative briefs, campaign schedules, assets, publishing and content performance while respecting their lead responsibility for integrated campaign execution and email/CRM activity.
- Attend and capture on-site and off-site events, community activations and partnership activities, including occasional evenings and weekends as scheduled.
- Collaborate with Membership, Programs, Fitness, Fundraising, Events, Facilities and other departments to understand objectives, collect accurate information and identify storytelling opportunities.

- Support approved brand launches, announcements and other organizational communications under Director oversight.

Accessibility, Quality & Safeguarding

- Ensure assigned communications follow organizational brand guidelines, plain-language and accessibility practices, including accessible documents, image descriptions and clear formatting.
- Follow privacy, photo/video consent, child safeguarding and organizational policies when handling member, donor, family or participant information.
- Proofread carefully for names, dates, accessibility, approvals, accurate details and consistency before distribution.

Qualifications & Key Competencies

- Approximately 1–2 years of relevant experience in communications, public relations, marketing coordination, administration or project support; related internships or co-op experience considered.
- Postsecondary diploma or degree in communications, public relations, marketing, journalism, business or a related field, or equivalent practical experience.
- Strong writing, editing, proofreading, organization, project coordination, interpersonal communication and attention to detail.
- Proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams) and Canva; ability to learn shared project management and digital tools.
- Experience with Salesforce or another CRM, project tracking software, website content management or media monitoring is an asset, not a requirement.
- Comfort balancing multiple deadlines, handling confidential information, seeking clarification, documenting work and following through with stakeholders.
- Commitment to accessibility, inclusion and respectful engagement with people of all ages and abilities.

How to Apply:

Expressions of Interest should include a resume and cover letter addressed to Human Resources at humanresources@varietyontario.ca

Variety is committed to providing an inclusive and accessible recruitment process.

Accommodation requests can be made at any stage of the recruitment process, provided the applicant meets the qualifications and requirements outlined in the job posting. Applicants are encouraged to communicate their accommodation needs when contacted.

We thank all candidates for applying. Only shortlisted candidates will be contacted about the next stages of the selection process, which will include in-person interviews and a practical component.

For more information, please visit: www.varietylvillage.ca