

Position: Coordinator, Communications

Reports to: Marketing Manager, Brand

Job Type: 18 Month Contract

About rennie & Our Culture

We are real estate at its thoughtful best. We see real estate as a means to build better communities and improve lives. For more than 40 years, we have been leaders in the field because we consistently put people and relationships first.

Integrated under rennie are Developer Services, Consumer Services, and rennie Museum. Founded on collaboration, we intentionally foster a supportive environment between our inhouse Intelligence, Technology, Conveyance, Finance, Marketing, and Advisor Teams. Together, we are the definition of strength in numbers, and individual success is team success.

We have partnered with developers throughout Western Canada and Washington State to help acquire, plan, design, market and sell some of the region's largest and most successful communities. Integrating market intelligence, strategic perspective, and industry experience, our head office team of 90 and more than 160 Realtors in the field work seamlessly to deliver products and sales to build clients' brands and ensure continued success. Whether our clients are buying a home, selling a home, or building a community, they can depend on rennie and our team of trusted advisors to bring expert knowledge and trusted experience, while delivering exceptional service.

The main office of rennie is headquartered in Vancouver's Chinatown district in the historic renovated Wing Sang building, originally built in 1889. The spectacular space includes an inhouse museum, a rooftop garden with stunning views of the city, and unique collaborative workspaces.

About the Opportunity

The Coordinator, Communications will coordinate the development, execution and measurement of communications plans and initiatives related to internal communications, media relations and digital channels.

Duties/Responsibilities:

- Coordinate all internal communications to both head office and advisors
- Responsible for the planning and implementation of an internal communications plan
- Develop communications objectives, drafts content, executes communications via email, intranet, web, social channels or other
- Support the planning and execution of rennie's social media and online presence
- Serve as a liaison to media outlets and the point of contact for media inquiries
- Provide media relations support in order to build and enhance relationships with reporters, editors and content producers
- Maintain accurate internal and media contact and distribution lists

- Coordinate media monitoring efforts
- Ensure communications are on-brand, consistent and support rennie's strategic goals
- Track and measure communications effectiveness, adjusting strategic plan as required
- Ensure organizational initiatives and projects are successfully communicated
- Assist with related special projects, meetings and events, as required

Desired Skills/Experience:

- Undergraduate degree or diploma in communications, marketing, or a related field
- 5+ years related experience
- Commitment to excellence and high standards
- Excellent written, editing and oral communication skills
- Communicates clearly and effectively
- Knowledge of relevant software, including Mail Chimp, Pardot, social platforms
- Strong organizational, problem-solving, and analytical skills
- Ability to take initiative, work independently, and as a member of various teams
- Versatility and a willingness to work within constantly changing priorities with enthusiasm
- Proven ability to handle multiple projects and meet deadlines
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Good judgement with the ability to make timely and sound decisions
- Can work under pressure while maintaining a good sense of humour

Competencies:

- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Please note: This is a Vancouver-based office position.

If this looks like the position for you, please email your cover letter and resume to careers@rennie.com. We thank all candidates for their interest, however, only select individuals will be contacted.

For more information, please visit: <https://rennie.com/about>