



Communications & Digital Administration Coordinator

Position Type: Full-Time

Location: This position will be in the Federation Office located in Hanwell, New Brunswick. Hybrid (following completion of a 90-day probationary period)

Valid Driver's License Required

Language Requirement: Can work/communicate in both French and English

Position Overview

QuadNB is seeking a Communications & Digital Administration Coordinator to support the organization's communications, digital presence, and administrative workflows. Reporting to the General Manager, this role is ideal for a confident, creative, and approachable communicator who enjoys storytelling, audience engagement, and managing multiple priorities in a fast-paced, mission-driven non-profit organization. The successful candidate will be highly organized, target-driven, and comfortable working both independently and collaboratively.

QuadNB is committed to equity, diversity, and inclusion and strives to create a welcoming and respectful environment for employees, volunteers, members, and partners. We value diverse perspectives and encourage applications from individuals of all backgrounds, including women, Indigenous Peoples, racialized persons, persons with disabilities, and members of underrepresented communities. Reasonable accommodations will be provided throughout the recruitment process.

Key Responsibilities

Communications & Digital Media

- Plan, create, schedule, and publish engaging content across QuadNB's social media platforms.
- Develop and maintain a social media content calendar aligned with organizational priorities, seasonal activities, and key events.
- Monitor social media engagement, trends, and emerging issues; respond to messages, comments, and inquiries in a timely and professional manner.

- Attend events periodically to capture photos, videos, and stories for use across digital platforms.
- Track, analyze, and report on social media performance and engagement metrics, providing insights and recommendations.
- Support organizational communications initiatives, announcements, and campaigns.
- Produce clear, engaging written content for digital platforms, including captions, short-form posts, and promotional materials.
- Assist with the creation and editing of visual content, including graphics, photos, and short videos.
- Ensure communications reflect QuadNB's values, tone, and visual identity.
- Support consistency of messaging across platforms and audiences.

Digital Administration & Systems Support

- Assist Trail Permit Coordinator with online permit sales and administration
- Support the organization's transition toward more efficient and modern digital practices.
- Take on additional administrative responsibilities as assigned by your supervisor

Required Skills and Competencies

- **Exceptional communication skills:** Strong verbal and written communication skills, with the ability to listen carefully, respond thoughtfully, and explain issues clearly and concisely.
- **Multitasking & organization:** Proven ability to manage competing priorities, meet deadlines, and maintain accuracy in a dynamic environment.
- **Time management:** Strong capacity to plan, prioritize, and deliver work on schedule.
- **Problem-solving mindset:** Positive, solution-oriented, and comfortable experimenting with new approaches.
- **Strong sense of responsibility:** Ability to identify and correct errors quickly, follow through on commitments, and take direction when required.
- **Interpersonal & teamwork skills:** Comfortable working independently and collaboratively; approachable, professional, and respectful.
- **Charismatic and client-oriented:** Friendly, personable, and professional when representing QuadNB with staff, members, partners, and the public.

Technical Requirements

- Strong working knowledge of office automation tools and databases
- Experience creating and managing social media content.
- Proficiency with major social media platforms and content creation tools (e.g., Canva).
- Experience with photo and video editing tools.
- Strong copywriting and copy-editing skills.
- Ability to analyze social media metrics and apply insights.

Education and Experience

- Diploma or bachelor's degree in communications, Marketing, Digital Media, or a related field preferred or experience in the field may be considered.

Salary: Between \$45,000 and \$50,000 per year, depending on experience and qualifications.

To apply: Please address your **cover letter** to Lana Lewis, General Manager of QuadNB, and email it along with your **curriculum vitae** to the following address:
natasha.landry@quadnb.ca.

Deadline: February 26, 2026