



Employment Opportunity: *Marketing & Communications Manager*

Overview

The Marketing and Communications Manager role is a full-time contract position. It is preferably a hybrid position located in Mississauga, Ontario, but remote may be considered. This posting is for an existing position, with an anticipated start date of November 2026. This is a temporary maternity leave replacement position, expected to be a minimum of 12 months.

At ERDO, marketing is more than promotion. It is storytelling that inspires generosity, builds meaningful relationships, and helps transform lives around the world.

We are seeking an experienced, creative, and strategic Marketing & Communications Manager to lead our marketing and communications efforts during a maternity leave contract. This is an exciting opportunity for a talented communications professional who wants their work to contribute to poverty reduction, crisis response, child sponsorship, and community development initiatives in more than 30 countries.

Reporting to the Director of Resource Development, you will shape ERDO's brand, lead impactful campaigns, oversee digital communications, and help connect supporters with stories of hope and transformation.

If you are an exceptional writer, a collaborative leader, a digital marketing strategist, and someone who is passionate about using communications to create positive change, we'd love to hear from you.

Key Responsibilities

Lead Strategic Marketing and Communications

You will drive the planning and execution of integrated communications that strengthen donor engagement, increase awareness of ERDO's work, and inspire support for our programs.

Key areas of responsibility include:

- Leading annual fundraising and engagement campaigns, including Giving Tuesday and the Christmas Gift Catalogue
- Developing compelling content for donors, churches, sponsors, and ministry partners
- Shaping consistent messaging and brand standards across all channels
- Writing high-impact stories, newsletters, proposals, donor reports, presentations, video scripts, and digital campaigns
- Managing ERDO's communications calendar and helping identify new opportunities to reach and engage supporters

Strengthen Our Digital Presence

You will serve as ERDO's subject matter expert for our digital platforms and donor experience.

This includes:

- Managing website content and campaign landing pages
- Overseeing online donation forms and supporter journeys
- Working with platforms such as WordPress, Luminate Online, and our Digital Asset Management system
- Monitoring and improving digital performance through Google Analytics 4
- Identifying opportunities to optimize engagement, usability, and conversion

Lead and Collaborate

You will provide leadership and support to the Digital Communications Officer while working closely with colleagues across Resource Development, Programs, Executive Leadership, the PAOC, and external partners.

You will also:

- Coordinate communication priorities across departments
- Partner with program staff to share timely and impactful stories from the field
- Work with designers, videographers, writers, translators, and production vendors
- Ensure the highest standards of quality, accuracy, and brand consistency

Qualifications

Core Competencies:

- Strong written and oral English communication skills
- Accomplished writer and editor who can create clear, compelling content for print and digital audiences
- Ability to communicate effectively with church and donor audiences
- Proficient in Microsoft 365, working knowledge of Adobe applications, and experience with WordPress, Luminate Online or comparable platforms
- Experience with HTML code
- Strong leadership and collaboration skills with sound judgement
- Exceptional organization skills and attention to detail
- Ability to make quality decisions within the scope of authority
- Ability to take initiative and manage competing priorities
- Ability to develop and implement improvements in work processes
- Ability to manage tight deadlines, unpredictable circumstances, and occasionally hectic work environments
- Experience working effectively in a team environment
- Excellent interpersonal skills to enable good working relationships with all areas of the organization
- Ability and willingness for international travel; travel to program locations may be required
- Commitment to the Mission, Vision, and Core Values of ERDO

Experience:

- At least 5 years of progressive marketing and communications experience
- University degree in a relevant field

Why Choose ERDO?

Established in 1983, ERDO is the humanitarian agency of the Pentecostal Assemblies of Canada. Our mission is to passionately respond to the practical needs of people living in poverty and crisis around the world. Our vision is to seek Christ-motivated community and individual transformation by meeting basic human needs and fostering social, economic and spiritual potential. We do our work and seek to honour God through our core values: Integrity, Excellence, Dignity, Collaboration, Compassion and Gratitude. With over 40 years of development experience, ERDO serves children and their families in more than 30 developing countries through community development, crisis response and child sponsorship. We are also recognized by Charity Intelligence as one of the "Top 100 Rated Charities in Canada."

As an employer, we provide the following:

- Competitive compensation package commensurate with experience which includes salary (range \$64K to \$72K) and paid vacation
- 10 Paid Personal Emergency Leave days per year
- 5 Paid Flex days per year
- Flexible work arrangements
- Professional learning and development opportunities
- Weekly chapel services

How Can I Apply?

Resume review begins on September 20th, 2026, but we will continue to accept applications until we find the right candidate. Interested candidates should forward their resume and cover letter to MCManager@erdo.ca with subject line – **Marketing & Communications Manager**. In your cover letter, please explain how your application aligns with the position, and ERDO's mission, vision and values. Please email your resume and cover letter as one .pdf or .docx file.

ERDO strives for an inclusive recruitment process; and welcomes and encourages applications from candidates with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ERDO – 2450 Milltower Court, Mississauga ON L5N 5Z6 – www.erdo.ca