

JOB PROFILE

Job Title	Communications Associate
Department	Communications & Donor Relations
Location	Hybrid in Winnipeg, MB preferred, open to Hybrid in Kitchener-Waterloo or Vancouver, BC.
Classification	Permanent, Full-Time (36.25hrs/week)
Salary	\$55,080 - \$67,320
Reports to	Senior Manager, Communications and Marketing
Closing Date	April 16, 2026

About CLWR

We're one of Canada's oldest, most trusted humanitarian agencies, but a lot of days, working here feels like a startup. We hope to be the best of both, and we also want CLWR to be the best employee experience you ever have.

We work on some of the most urgent global challenges of our time and respond to some of the bleakest situations in the world — like wars in Gaza, Sudan and Ukraine, hunger in South America and East Africa, and refugee crises worldwide.

Like many other international relief and development organizations, we're facing big challenges of our own and navigating serious uncertainty. We're meeting that moment by taking big swings to expand our ability to make a real difference in the world. In our 80th year, we're evolving aggressively with new approaches that are transforming how we work. We combine the nimbleness and optimism of a start-up with the resilience, legacy and partnerships of a storied faith-based movement. We're just the right size to have resources to work with, without endless bureaucracy slowing us down.

Our team is made up of the incredible people who have built a culture of conviction and competence. They're energetic, creative and passionate in their work for a world where people live in justice, peace, and dignity. Whatever your religious background, abilities, race, gender identity, or sexual orientation, if you can match that energy, you'll be a great fit here.

We're sure this can be your dream job – a chance to dedicate your talents to a more just world while being treated and valued as a whole person with a life outside of work: flexible hours, generous compensation, Fridays off in July and August, 100% employer-paid benefits premiums, 8% RRSP matching, and openness to remote and hybrid work arrangements that suit your life. And maybe most importantly, we offer an environment of respect and support from peers and supervisors, and the chance to work with a really special group of people who will no doubt turn into lifelong friends. The folks we partner with across The Lutheran World Federation, Canadian Foodgrains Bank, Humanitarian Coalition, and the Manitoba Council for International Cooperation are all pretty great, too.

We're growing our team to meet growing challenges, and we couldn't be more excited. Join us.

About the role

This position supports CLWR’s communications and marketing team in telling the story of our work and making sure every part of the organization can communicate effectively. You’ll write content for our website, church relations team and donor materials and you will help manage the collection and organization of photos and other communications assets from our partners and projects around the world. You’ll help set up and send emails on behalf of the organization, including our staff newsletter, as well as provide hands-on communications support to departments across CLWR. Together with the Senior Manager of Communications and Marketing you’ll help manage the production calendar and ensure projects stay on track. This is a role where you’ll learn a lot, contribute immediately and grow your skills inside a small team doing ambitious work.

About the person we’re looking for

You’re a strong, efficient and versatile writer who can turn a brief into clean copy for a newsletter, a web page, or a donor update without a lot of hand-holding. You’ve got a year or two of professional communications experience — maybe more — and you’re looking for a role where you can keep building your skills while doing work that matters. You’re comfortable writing for different audiences and channels, and you know how to adjust your tone without losing clarity.

You’re organized and reliable. When a colleague from another department needs help pulling together materials for an event or a partner report, you’re the person who makes it easy for them. You’re good at keeping multiple projects moving without letting things slip, and you take pride in getting things right. You’re comfortable with tools like Microsoft Office, content management systems (especially Wordpress), and design software like InDesign or Canva, and you can pick up new platforms quickly.

You don’t complete your work in isolation, but understand how communications supports fundraising, programs, advocacy and church engagement. You pay attention to how things are done on the team and look for ways to do them better, and you’re not rattled when priorities shift – especially during disaster response.

You bring warmth and professionalism to your work and you enjoy being part of a team. You’re motivated by the chance to help a small organization punch above its weight on some of the most important issues in the world. This role is based at CLWR’s downtown Winnipeg office, with some flexibility for hybrid work. You should be willing to pitch in for occasional evenings or weekends when deadlines or events require it.

KEY RESPONSIBILITIES

Description	% of Time
<p>Content creation, asset coordination and comms support</p> <ul style="list-style-type: none"> Write and edit content for CLWR’s website, church relations team, donor communications, emails and promotional materials as assigned by the Senior Manager, including occasional interviews as needed. 	<p>65%</p>

<ul style="list-style-type: none"> • Maintain and organize CLWR’s multimedia and asset library, and support content collection from CLWR’s field partners, program staff and content creators, ensuring files are properly captioned, tagged, archived and accessible to the team • Design communications materials for the church engagement and donor relations teams in InDesign or Canva with supervision from the Graphic Designer • Build and schedule emails in Constant Contact for church relations and donor relations teams, as well as the internal staff newsletter • Provide responsive communications support to departments across CLWR, helping colleagues develop communications materials including, presentations, talking points and other resources. 	
<p>Production and administrative support</p> <ul style="list-style-type: none"> • Provide day-to-day administrative support for the communications and marketing team, including scheduling, file management and managing the production calendar together with the Senior Manager of Communications and Marketing • Tracking and reporting visibility commitments from partner organizations (may include GAC, CFGF, HC, LWF, ACT Alliance, and national church partners) • Compile monthly reporting on social and email performance • Proofread and quality-check materials before publication or distribution • Assist with website content updates and basic content management tasks as directed • Support preparation of materials, logistics, and communications for organizational events and campaigns • Assist with research, data gathering, and preparation of reports and presentations as needed 	25%
<p>Other organizational tasks</p> <ul style="list-style-type: none"> • Contribute to various initiatives as requested by supervisor • Participate in team meetings, learning initiatives, and strategic planning sessions 	10%

Qualified applicants should email a single PDF document including a cover letter and resume to hr@clwr.org

Closing date is April 16, 2026. Please quote “Communications Associate” in the subject line of your submission. We thank all who apply but will only contact applicants selected for interviews.