



Position Title: Communications Manager

Reports to: Director of Events & Partnerships

Role Overview

The Vancouver Chinatown Foundation is seeking a Communications Manager to support and manage the delivery of the Foundation's external communications. This role is ideal for someone who thrives in a purpose-driven environment and is passionate about storytelling, community engagement, and cultural heritage.

Reporting to the Director and working in collaboration with the Marketing Manager, the Communications Manager will be responsible for executing donor-facing, government-facing, and institutional communications strategies. This position focuses on implementation and execution and is ideal for a skilled communicator who can translate direction into compelling content and coordinated outreach.

Primary Responsibilities:

Communications

- Draft and distribute press releases, announcements, and media advisories
- Manage media pitching and coordinate press opportunities in collaboration with an external PR agency.
- Support speech preparation and talking points for leadership

Institutional & Stakeholder Communications

- Prepare communications and protocol for donors, funding partners, and all levels of government, ensuring appropriate protocol, formality, and respect (e.g., use of titles such as *The Honourable*).
- Develop briefing notes and institutional correspondence as required

Digital & Written Content

- Draft and edit content for all donor-facing, government-facing, and institutional communications (LinkedIn, press releases, proposals, formal announcements)
- Collaborate with the Marketing Manager on public-facing campaigns to ensure alignment between institutional messaging and marketing messaging.
- Steward the institutional tone, accuracy, and brand consistency across all written materials

Coordination & Implementation

- Manage timelines for communication deliverables and coordinate with internal teams
- Support the development and upkeep of key message frameworks
- Ensure approvals and reviews are tracked efficiently across stakeholders

The ideal candidate will have the following qualifications:

- Minimum 5 years of relevant experience in communications, marketing, or public relations
- Passionate about the Vancouver Chinatown Foundation's mission and eager to help amplify its impact
- Strong written and verbal communicator who can clearly articulate the Foundation's story and voice
- Works well independently while aligning with big-picture direction from senior leadership
- Builds positive relationships with community members, partners, and stakeholders to support outreach and engagement
- Organized and deadline-driven, with strong project management skills
- Comfortable receiving direction and feedback, but proactive in taking initiative and delivering results
- Positive, people-oriented, and guided by respect for community values and diverse perspectives
- Resourceful and creative problem-solver who enjoys navigating challenges
- Collaborative team player who contributes meaningfully within a cross-functional team environment
- Experience working with nonprofit, cultural, or community-based organizations is an asset

Background:

The Vancouver Chinatown Foundation is a registered charity founded in 2011 to honour a culture and community established in Vancouver over 100 years ago and is dedicated to building a more resilient and sustainable community by promoting the wellbeing of those in need while preserving Chinatown's irreplaceable cultural heritage. We have a vision of a prosperous, vibrant, and inclusive Chinatown, where people come to live, work, and play. The Vancouver Chinatown Foundation's efforts to revitalize this important neighbourhood are grounded on three interconnected pillars: physical, commercial & cultural revitalization.

What we offer:

- Full benefits package
- Competitive salary
- Meaningful work with a social purpose
- A sense of belonging among caring and trusted colleagues
- The potential to develop your position and professional goals
- A diverse working environment in the heart of historic Chinatown

Working at the Vancouver Chinatown Foundation is about joining a dynamic passionate team focused on creativity and innovation to revitalize Chinatown in the city of Vancouver. This is an in-office position with office hours of 9:00 to 5:00, Monday to Friday. Flexibility in scheduling to support evening and weekend work will be required and will be discussed in advance.

We are committed to equal employment opportunities regardless of race, colour, religion, national origin, sexual orientation, age, marital, status, disability, gender identity, or Veteran status. We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

How to Apply:

To apply please send your CV and cover letter to the following email address:
Careers@chinatownfoundation.org

Salary Band: \$80 - \$100K