

**Organization:** Luke's Place Support & Resource Centre for Women & Children

**Position:** Communications and Education Coordinator

**Type:** Full-Time Position – Current Vacancy

**Classification:** Hybrid – On Site 2 Days/week minimum

**Location:** 707 Simcoe Street South, Oshawa

### **About the organization:**

Luke's Place is an award-winning centre of excellence in family law support for women who have been subjected to intimate partner violence. We provide legal support services and summary legal services to hundreds of women and their children across Ontario every year and share our expertise with thousands of service providers.

Luke's Place conducts research to understand the impact of legal and related systems and processes on women's lives. We engage in advocacy to share these findings and improve these systems and processes. Luke's Place envisions a family law system that promotes healthy safe families, living free from abuse, and the threat of abuse.

### **We value our staff:**

Working at Luke's Place means that you will enjoy a collaborative and dynamic work environment. We provide you with work that is engaging and impactful while promoting the health and wellness of our team. We also provide:

- Hybrid work environment
- Health Care spending account
- Opportunities to be mentored by cross functional teams
- Work Life Balance
- Salary range \$51,000 – \$55,000 based on qualifications and experience
- Competitive vacation allowance

### **Position Overview:**

Luke's Place is seeking a full-time collaborative Communications and Education Coordinator, with a minimum of 1 – 3 years' experience, to deliver comprehensive communications, marketing, and promotional campaigns, and to coordinate and implement education projects for the Knowledge Mobilization team. This position requires a hybrid, on-site presence at our Oshawa office.

**You will succeed at Luke's Place if you are:**

**An Excellent Communicator** – you bring with you the ability to quickly build rapport and collaborate with in-house teams and external contacts. You hold strong writing and storytelling skills to build engagement across diverse audiences and platforms

**Attentive to Detail** – you thrive in your attention to detail, seamlessly coordinating logistics, and creating high-quality and accessible materials that maintain branding standards with ease

**Independent** – you are self-motivated and manage your time well to multi-task. You must be able to organize and reorganize your day to meet competing priorities and deadlines

**Responsibilities:**

- create compelling content and materials, including press releases, newsletters, websites, blogs, social media, reports, and graphics
- manage the organization's social media presence, ensuring timely and engaging posts to interact with the audience and grow our online community
- create and edit video content, including short-form social media content and recorded webinars, with accessibility formatting and closed captioning
- generate accessible, audience-focused content that reflects trauma-informed, intersectional, and anti-oppressive approaches
- facilitate engagement and coordination with service providers, partners, and collaborators to support resource development and dissemination
- coordinate logistics and delivery of in-person and virtual training sessions, including scheduling, promotion, registration, venue setup, technical support and delivery
- lead in the creation of Luke's Place annual report to promote the organization's work and accomplishments to funders, donors and the general public
- maintain regular statistics on engagement with online resources and social media posts

**Requirements and Qualifications:**

- minimum 1 – 3 years' experience in a communications or marketing role
- post-secondary diploma/degree in marketing, communications, public relations, education, or related/equivalent field
- experience coordinating virtual and in-person events, including webinars and training sessions

- demonstrated expertise developing and managing multi-channel communications campaigns, including social media, web, and email
- knowledge of SEO, digital content optimization best practices and accessibility standards, including AODA and WCAG
- experience using analytics tools, including Google Analytics and social media insights
- intermediate to advanced proficiency in Microsoft 365/SharePoint, Zoom, Adobe, Canva, WordPress and SurveyMonkey; comfortable using audio/visual technologies
- sound knowledge and commitment to an intersectional feminist, trauma-informed, equity, diversity and inclusion (EDI) analysis and framework
- satisfactory Criminal Record Check (including Vulnerable Sector Screening)

### **Our Guiding Principles:**

These are the core values that we operate under and the base expectations we all hold each other accountable to. They give some context to how we work independently as well as together.

- Women and their children have the right to be safe and family law should promote and provide this safety
- Addressing violence against women requires an intersectional feminist approach
- Women's stories of their lived experience shape and direct our work
- Violence against women is a global social reality. Ending it is a global social responsibility
- Our direct service work grounds our knowledge mobilization work and our systemic advocacy

### **Application:**

Luke's Place, in accordance with its gender responsive anti-oppressive framework, welcomes and encourages applications from women, especially within equity-seeking groups. We use the term women to include all self-identified women including two-spirited, non-binary, cisgender, or transgender women.

We are committed to creating a diverse and inclusive environment, so we strongly encourage you to apply even if you do not believe you meet every single qualification outlined but read this posting with excitement.

Priority will be given to candidates with experience related to Violence Against Women.

*Luke's Place does not utilize artificial intelligence (AI) in its candidate screening, assessment or selection process.*

**How to apply:**

Interested candidates are invited to submit a letter of interest along with their resume in confidence to the attention of Samara Mascarenhas, Program Manager at [careers@lukesplace.ca](mailto:careers@lukesplace.ca) by **Friday, May 22, 2026**. Only those candidates selected for an interview will be contacted. No phone calls please.

At Luke's Place we are committed to fostering a healthy and positive work environment. In accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we encourage applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the selection process. If selected to participate in the recruitment and selection process, please inform the representative from Luke's Place of any accommodation you may require to ensure your equal participation.

We look forward to hearing from you!