



Every child and youth living at their full potential

About Grandview Kids

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Though a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

Communications and Marketing Coordinator (Permanent Full-time)

- Permanent Full-Time – 37.5 hours per week (1FTE)
- Salary Range - \$57,018 - \$66, 690 per annum, depending upon experience
- Commencing February 2026
- Onsite/Hybrid

Under the direct supervision of the Executive Lead, Development, the Communication and Marketing Coordinator is a vital contributor to the Development team at Grandview Kids. The Communications and Marketing Coordinator collaborates with the Development team to create and implement a comprehensive and engaging marketing plan to drive fundraising success. Working closely with the staff and team of volunteers, this role will develop and disseminate marketing and communications activities in support of fundraising and engagement goals. The Communications and Marketing Coordinator will interface regularly with Grandview Kids staff and donors to expand awareness and participation in the Annual and Major Gifts programs.

The Communications and Marketing Coordinator will mirror the mission and values of Grandview Children's Centre to the community, volunteers and the children, youth and families we serve. They will be a passionate, enthusiastic, self motivating member of the Development team.

Responsibilities

The Communications and Marketing Coordinator will:

- Provide support in the planning and implementation of all Development marketing and communication strategies
- Develop key messages; plan and manage communication tactics leveraging a range of media (stories, photos, videos, blogs, infographics, reports, etc.) and channels (traditional media, social media, etc.); strategically identify audiences and cultivate relationships with key communications influencers
- In collaboration with the Grandview Kids Communications staff team, manages the corporate brand; ensures uniformity in messaging; oversees brand image in all Development programs, materials and items
- In collaboration with the Development staff team develop all marketing materials including donor impact reports, funding proposals, invitations, flyers, inserts, banners and other promotional and fundraising materials and items. Develop creative and copy for social media and e-communications
- In collaboration with the Family Engagement Coordinator working in the Family Ambassador Program, develop story banks of Grandview kids and families stories
- In collaboration with the Grandview Kids Communications staff team manage social media (Facebook, Instagram, Twitter, and LinkedIn). Develop strategies, personas, and write compelling content, set up ads
- Develop digital marketing strategies, personas, and write compelling content, set up ads
- Set-up ad tracking on websites, analyze results using Google Analytics and Facebook Ad Manager Insights. Responsible for posting and scheduling, inputting lists, analyzing digital performance, optimizing the creative, and making recommendations to continually improve performance
- Manage the Development content for Gather e-newsletter: write content, import data lists, and analyze results
- Manage and send e-blasts to donors: write content, design, import data lists
- Provide persuasive writing/editing support for donor materials including program/services descriptions, proposals, grant submissions, speaking notes, presentations, stewardship reports, and donor letters
- Provide support in the planning and implementation of all fundraising and communication strategies

- Take photos and shoot/edit short video clips for use on the website and other communications
- Update and manage the website as required
- Act as key contact for digital agency partners to ensure programs are delivered on time and on budget
- Coordinate and create information used to report on impact to donors
- Assist with execution of fundraising signature, community, and donor stewardship events, and cause marketing/business development partnerships
- Assist with donor recognition/dedications as required
- Provides ongoing research identifying future fundraising and promotional trends
- Carries out other related duties as assigned; and observes strict confidentiality regarding client and donor information

Qualifications

- College or University degree/credential in Marketing Communications or an equivalent combination of formal training and experience with a focus on communication, journalism, marketing and/or equivalent experience
- Minimum 1 - 3 years' experience in marketing and communications or related field with focus on persuasive writing, and/or fundraising equivalent
- High proficiency with web, social media platforms including WordPress, MailChimp, MS Office Suite, Google Analytics and Adobe Creative Suite
- Experience developing content adhering to the Accessibility of Ontarians with Disabilities Act (AODA)
- Experience in a charitable and not- for-profit setting preferred
- Excellent communication skills including verbal, non-verbal, listening, negotiation and presentation
- Valid driver's licence and reliable vehicle, or access to reliable/appropriate transportation.
- Experience in project management

How to apply

Please submit your cover letter and a resume for Job 26.06 Communication and Marketing Coordinator through the following link: [Apply Here](#) by 5:00 PM January 29th, 2026

Please address your correspondence to:

Human Resources

Grandview Kids

1461 Harwood Avenue North

Ajax, ON L1T 0R3

Our Commitment to Belonging

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations throughout this process, please contact Human Resources.

Land Acknowledgement

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

We thank all applicants. Only those selected for an interview will be contacted.