



Job Posting for Communications Coordinator

Project Title: “Action on systemic barriers to women’s participation in local government”

Our Vision: is of cities where diverse women play an active role in civic life with no barriers. We see cities with elected leaders and staff who root their work in social justice through services, programs, and outreach. We envision cities that are inclusive with equal rights for all. And we see cities where people of all backgrounds and abilities play important roles in achieving that vision.

Our Mission: is to work in two cities to address barriers that keep diverse women from an active role as leaders in civic life. We will work with local groups, and city leaders and staff, to take actions to enable women to actively shape their communities. We will track the progress of these actions, improve them, and share them with other communities.

Work location: Vancouver and Surrey, BC

Position start date: June 15, 2019

Women Transforming Cities (WTC) and the Canadian Research Institute for the Advancement of Women (CRIAW) invite applications for a 12-hour/week position to lead the development and implementation of a knowledge dissemination/communications strategy. The successful applicant will have demonstrable skills in producing written materials in clear English for diverse audiences.

The Communications Coordinator will work as part of a team working on the WTC/CRIAW’s Status of Women-funded project to identify and develop strategies to address barriers to women’s participation in local government.

Key Responsibilities and Duties:

- Write a variety of materials intended for a diverse audience concerning project actions and findings, for a variety of platforms and formats, including the WTC and CRIAW websites, Facebook, Twitter, and other social media;
- Develop and maintain a system to co-ordinate and track all knowledge mobilization/communication initiatives, that identifies the communication vehicle (type), audience(s), who is involved, production, release and distribution timelines, ensuring activities are completed according to schedule and that

- appropriate credit is given to WTC, CRIAW and SWC;
- Provide regular [at least once every 2 months] progress reports on knowledge mobilization/communication initiatives to the WTC/CRIAW project Steering Committee;
 - When appropriate, collaborate with the Federal of Canadian Municipalities (FCM) and Union of BC Municipalities on FCM's "Toward Parity" initiative;
 - Act to resolve problems and address delays when they occur, working with the Project Manager and Administrator to ensure tasks are completed in a timely manner;
 - Coordinate development and production of plain language materials (written and audio visual) under the direction of the Project Manager and Steering Committee;
 - Coordinate development of a project website under the direction of the Project Manager and Steering Committee;
 - Lead the preparation of a final report to WTC/CRIAW & SWC on communications/knowledge mobilization activities;
 - Work effectively as part of the project team;
 - Perform other duties as assigned.

Qualifications:

- A minimum of 3-5 years of related experience, including doing clear language writing, developing and implementing communication/knowledge mobilization plans using traditional and social media;
- An understanding and commitment to feminist analysis and methodologies;
- A thorough knowledge of feminist intersectional theory and practices;
- Experience in accessible and inclusive communications would be an asset;
- Undergraduate degree required.

Required Skills:

- Excellent English verbal and written communication skills;
- Experienced and proficient in quick, clear language writing and accurate editing;
- Experience guiding website development and content management;
- Experience developing and implementing a social media communications plan (You Tube, Twitter, Facebook, etc.);
- Strong interpersonal skills and proven success developing and maintaining relationships with a broad range of stakeholders (eg. colleagues, women's and equity organizations, media, the public);
- Excellent working knowledge of applicable software systems including Microsoft Office (Word, Excel, Access), E-mail, and desktop publishing;
- Strong problem-solving abilities;
- Well-organized and able to accurately prioritize tasks and multi-task;

- The ability to work both collaboratively and independently when appropriate;
- Previous experience with communications as part of a multi-partner research project would be considered an asset.

The salary is \$30/hour for 12 hours/week. The position will end in March 2020.

Application Process and Deadline:

To apply, submit an electronic letter of application, c.v., and three references who can be contacted to rbateman@criaw-icref.ca. Include "Communications Coordinator WTC-CRIAW [your last name]" in the subject line. **Application deadline: May 27, 2019.**

For more information on Women Transforming Cities, visit: www.womentransformingcities.org

For the Canadian Research Institute for the Advancement of Women, visit: <http://www.criaw-icref.ca>

For Status of Women Canada, visit: <http://swc-cfc.gc.ca>