

Communications Officer for CRIAW

The Canadian Research Institute for the Advancement of Women (CRIAW-ICREF) is seeking a Communications Officer to join our team in January 2020 on a one-year term with the possibility of extension.

CRIAW-ICREF's Communication Officer's primary responsibility is to lead the organization's communications. The Communication Officer reports directly to the Executive Director.

Responsibilities include:

Strategic Communications:

- Prepares strategic communication plan in line with CRIAW's strategic plan, including monitoring and evaluation of the plan.
- Develops and maintains a system to co-ordinate and track all knowledge mobilization/communication initiatives.
- Develops consistent key messages and best practices for communications from CRIAW-ICREF.
- Provides regular progress reports on knowledge mobilization/communication initiatives to CRIAW's Executive Director.

Plain Language Writing:

- Writes a variety of materials including detailed and summary reports.
- Coordinates development and production of plain language materials (written and audio visual) under the direction of the CRIAW Executive Director.
- Drafts briefing notes and speaking notes for CRIAW's Executive Director as requested.

External Communications:

- Under the direction of CRIAW's Executive Director, leads the communications via newsletter, Facebook, Twitter accounts in line with CRIAW-ICREF's vision and mandate.
- Prepares reports to external funders on communications/knowledge mobilization activities under the direction of CRIAW's Executive Director.

General:

- Staff resource to CRIAW's Membership and Fundraising Committee.
- Works collaboratively with other staff for tasks related to CRIAW's visibility and outreach, including member and donor relations, and tabling.
- Participates in the general daily activities involved in operating a nonprofit organization.

Feminist Word Magazine

- Coordinates the FWord publication.

- Supervises volunteers working on the FWord.
- Recruits young women contributors to the publication.
- Member of the production team
- Promotes and distributes the FWord.
- Establishes an editorial collective to sustain the FWord into the future.
- Provides administrative assistance to the project as required.

- Other duties as assigned.

Qualifications:

- Minimum of 3 years' experience doing clear language writing and developing and implementing communication/knowledge mobilization plans using traditional and social media.
- Understanding and support of feminist analysis and methodologies.
- Strong knowledge of feminist intersectional theory and practices.
- Experience in accessible and inclusive communications an asset.
- Previous experience in a not-for-profit organization is an asset.
- Formal education: Undergraduate degree required. A degree or a diploma in Communications or other related field(s) is an asset. A combination of experience, training and education will be considered.

Skills:

- Excellent verbal and written communication skills in English.
- Excellent verbal and written communications skills in French is an asset.
- Experienced and proficient in quick, clear language writing and accurate editing.
- Experience developing and implementing a communications plan using social media (You Tube, Twitter, Facebook, etc.)
- Excellent interpersonal skills with co-workers, women's and equity organizations, media and the public, acting and responding with diplomacy while maintaining good relations.
- Excellent working knowledge with computers, utilizing 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.
- Ability to work collaboratively as a team member and ability to be self-motivated and work independently when appropriate.

This position is for 25 hours/week at \$25/ hour.

This position is located in Ottawa.

Deadline to apply is December 9, 2019.

Please send a cover letter, your CV and a one-page clear language writing sample with the Subject line: [Your last name] Communications Officer Position

to info@criaw-icref.ca

Applying an intersectional lens in all our work, CRIAW-ICREF recognizes there are a diversity of women in Canada and we strongly encourage Aboriginal/Indigenous women, racialized women, women with disabilities, women with sexual diversities, and women living with multiple intersecting oppressions to apply.

Please check out our website for more information on CRIAW-ICREF www.criaw-icref.ca