



### **JOB POSTING**

<b>Title:</b>	Communications Officer (Bilingual – French/English)
<b>Accountable To:</b>	ICN National Coordinator/ACIC Executive Director
<b>Duration:</b>	37.5 hours/week one-year contract, with possibility of extension
<b>Salary:</b>	\$49,000 per annum
<b>Location:</b>	Halifax, Nova Scotia
<b>Start Date:</b>	June 2019

**The Inter-Council Network (ICN)** is a dynamic network of provincial and regional member-based Councils for International Cooperation committed to social justice and social change. Rooted in communities across Canada and representing nearly 350 international cooperation organizations, the Councils are leaders in public engagement at a local and regional level and are recognized for bringing regional knowledge and priorities to the national level. The ICN provides a forum in which the Councils collaborate to improve development effectiveness, learn from each other's specific skills, and identify common priorities for collective action.

**The Atlantic Council for International Cooperation (ACIC)** is a member and the current host of the ICN. ACIC is coalition of individuals, organizations, and institutions working in the Atlantic region, which are committed to achieving global sustainability in a peaceful and healthy environment, with social justice, human dignity, and participation for all. ACIC supports its members in international cooperation and education through collective leadership, networking, information, training and coordination, and represents their interests when dealing with government and others.

ACIC also takes a leadership role in engaging Atlantic Canadians around issues relating to international development, global sustainability, and social justice. Through our public engagement work, ACIC strives to give Atlantic Canadians the knowledge, skills, and tools necessary to become active global citizens.

We currently have over 60 members, including national organizations and grassroots organizations from across the Atlantic Provinces. For more information, please refer to our website at [www.acic-caci.org](http://www.acic-caci.org).

**The Inter-Council Network (ICN) is a dynamic coalition of the eight provincial and regional member-based Councils for International Cooperation across Canada committed to social justice and social change.**

201-2099 Gottingen Street, Halifax, Nova Scotia B3K 3B2 (902) 431-2311



### **Position Description**

The Communications Officer has overall responsibility for implementation of the ICN and ACIC communications strategies. This fast-paced, dynamic position requires a highly effective communicator who can easily shift from developing creative, youth friendly social media content to drafting press releases for traditional media, and everything in between.

### **Responsibilities:**

- Provide leadership in on-going development, coordination, and implementation of ACIC and ICN comprehensive communications strategies; including:
  - Effective overall coordination of websites, social media presence, online sharing tools (videos, podcasts), media relations, and public engagement materials
- Create e-bulletin and social media content highlighting sector initiatives, opportunities, key sectoral issues, research, and resources
- Monitor, maintain, and promote up to date content for the Global Hive website (<http://globalhive.ca/>), ACIC and ICN (<http://icn-rcc.ca/home>) websites
- Manage the branding of network and organizational identity across all communications streams
- Coordinate the development and distribution of various communications materials as required, including announcements, blogs, news releases, annual reports, promotional materials, and newsletters
- Coordinate and/or support other staff in the development of key-messages and communications tools and materials for programs, campaigns and events
- Ensure ongoing coherence between the communications strategy and programming
- Maintain on-line database of community and mainstream media contacts
- Work with design consultants to develop communications-related materials for specific initiatives
- Coordinate communications technology at ICN/ACIC member and public events, such as webinars, photography, audio/visual, video streaming and recording, etc.
- Manage budget lines relevant to communications programming
- Monitor and evaluate effectiveness of key communications activities and report on outcomes

### **The Communications Officer is also responsible for:**

- Actively participating in staff meetings and providing input towards the development of other organizational activities, operational practices and policies as required
- Providing general administrative support

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- Other duties, as deemed necessary

**Desired Experience, Skills and Qualifications:**

- Bilingual in French/English- written and verbal
- Background/studies in public relations, communications, event coordination, communications, education or equivalent
- Minimum 2 years of communications experience (preferably in a non-profit setting)
- Ability to establish professional relationships with consultants, designers etc.
- High proficiency in Canva, Squarespace, and social media platforms
- Experience writing accessible, targeted messaging for a diversity of audiences across various platforms
- Experience writing press releases, articles and other media content
- Strong story-telling skills with the ability to translate narratives for a variety of audiences
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Capacity to work in a self-directed manner and to collaborate with others in a team setting; strong capacity to work collaboratively with writing processes and to incorporate diverse feedback
- Familiarity with Canada's international cooperation sector an asset

**Application Details**

Qualified applicants are invited to submit (in one document) a cover letter, resume, relevant writing sample of less than 500 words, names and contact information of three references, and say where they heard about the posting by no later than **May 7, 2019** to [hire@acic-caci.org](mailto:hire@acic-caci.org). Please title your email with Communication Officer. Only those selected for an interview will be contacted.

As an equity seeking network, ACIC and the ICN encourages applications from individuals that represent the full diversity of communities in Canada, including complexities of intersecting identities such as ability, age, class, gender, race, and sexual orientation.

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