



GLOBAL CENTRE FOR PLURALISM
Manager, Communications and Public Affairs (1-year contract)

Position: Manager, Communications and Public Affairs (1-year maternity leave replacement, full-time position)

Location: 330 Sussex Drive, Ottawa, Ontario

Start Date: July 2018

About the Centre:

Founded by His Highness the Aga Khan in partnership with the Government of Canada, the Global Centre for Pluralism is an international research and education centre located in Ottawa, Canada. Inspired by Canada's experience as a diverse and inclusive country, the Centre was created to advance positive responses to the challenge of living peacefully and productively together in diverse societies.

The Centre's vision is a world where human differences are valued and diverse societies thrive.

At its international headquarters at 330 Sussex Drive, the Centre offers a global platform for analysis, education and dialogue about the choices and actions that advance and sustain pluralism.

Inspired by Canada's experience as a diverse and inclusive country, the Centre's programs:

- Deepen understanding about the sources of inclusion and exclusion in Canada and around the world
- Identify pathways to pluralism in specific places and cases
- Catalyze knowledge exchange and learning about the policies and practices that support pluralism
- Build awareness of the benefits of inclusive societies

For more information about the Centre, please visit www.pluralism.ca.

About the Position:

The Manager, Communications and Public Affairs reports to the Secretary General of the Global Centre for Pluralism. The Secretary General has overall responsibility for the intellectual leadership, operational excellence and financial sustainability of the Centre, which is governed by an international Board of Directors, chaired by His Highness the Aga Khan. The Manager, Communications and Public Affairs works closely with program staff to deliver professional, high-calibre events including the Annual Pluralism Lecture; to produce the Centre's corporate communications including the Annual Report and Corporate Plan; and to reach global audiences

with the Centre's products and resources using a wide range of tools including social media, the website, newsletters and the media. This position may require international and domestic travel, as well as work on occasional weekends and evenings.

From July 2018-July 2019, the Manager will be responsible for:

- Managing the approval and implementation of the Centre's communications and branding strategy;
- Leading the events program for 2018-2019, including the 2018 Annual Pluralism Lecture and the 2019 Annual Pluralism Lecture;
- Producing the 2019 Corporate Plan and 2018 Annual Report following existing templates and brand guidelines;
- Managing the Centre's virtual presence on its website and social media;
- Managing the Centre's visitor program which runs from May to September;
- Reporting on communications and public affairs to the Board of Directors;
- Developing the 2019 budget for communications and public affairs;
- Supporting the development of communications products for the various programs including the Global Pluralism Award ceremony;
- Supervising the Communications and Public Affairs Assistant, in addition to short-term interns;
- Other duties, as required.

Candidate Qualifications

The ideal candidate will be a creative and resourceful individual, capable of managing competing priorities. The candidate's ability to communicate the Centre's mission and programs and to connect with target audiences in Canada and globally will enhance awareness of the Centre, promote global outreach and deepen program impact. He/she will be committed to the values of pluralism as a positive response to diversity.

Specifically, this individual will possess:

- Proven, demonstrated success in delivering and implementing communications/public affairs programs (ideally, a minimum 5 years of experience)
- Experience in developing and deploying social media to expand organisational reach, including targeting and growing audiences
- Experience in developing a variety of communications products for different audiences
- Experience in media relations
- Experience in managing consultants and service providers
- Exceptional written and verbal communications skills
- Bilingualism (English and French)
- Some international experience (desirable)
- Academic qualifications: BA or MA in a related field such as but not limited to: communications, journalism, international relations, international development, history, political science, public policy.

Interested candidates should send their C.V. and cover letter in confidence to careers@pluralism.ca by April 26, 2018. Cover letters may be addressed to Calina Ellwand.