



GLOBAL CENTRE FOR PLURALISM CENTRE MONDIAL DU PLURALISME

GLOBAL CENTRE FOR PLURALISM
Assistant, Communications and Public Affairs (term contract)

Position: Assistant, Communications and Public Affairs (full-time contract to December 31, 2020, renewable)

Location: 330 Sussex Drive, Ottawa, Ontario

Start Date: immediately

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.

The Centre's programs include the **Global Pluralism Index**, a tool for measuring societies' treatment of diversity and tracking trends over time to support the development of more inclusive policies and practices around the world; the **Global Pluralism Award**, which celebrates and supports the work of worldwide champions working to build more peaceful, inclusive societies that respect differences; and the **Education** program that supports teachers to advance pluralism in their classrooms and through their curricula.

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

ABOUT THE POSITION:

Giving international profile to the work of the Centre and to the critical importance of pluralism in today's world is at the core of our communications and public affairs program.

The Centre requires a full-time Assistant, on contract to December 31st, 2020 (with the possibility for renewal), to support the ambitious communications plans of the Centre. Reporting to the Manager of Communications and Public Affairs, the Assistant is integral to the success of Centre's digital presence. The Assistant creates original, engaging content for the Centre's website, social media and newsletters, and designs and initiates campaigns on social media, while maintaining metrics and content calendars.

The Assistant works closely with the Centre's program teams to find innovative ways to reach expanded global audiences with our research and education products through video, digital and print communications, supports the production of the communications assets required and tracks their reach.

The Assistant supports the planning and delivery of professional, high-calibre events, including the Annual Pluralism Lecture in the fall, and partnership events held at the Centre's headquarters at 330 Sussex Drive targeting a wide range of audiences.

This position may require international and domestic travel, as well as work on occasional weekends and evenings.

MAIN DUTIES AND RESPONSIBILITIES:

The Communications and Public Affairs Assistant, reporting to the Manager of Communications and Public Affairs, will:

- liaise with graphic designers, videographers, web developers, translators, copy-editors and other service providers to produce a series of new communications products for the organization including videos, digital content, printed pieces, and other communications collateral;
- research, draft and edit content for web, e-newsletters, social media, correspondence, reports and speaking notes;
- maintain a content calendar and post bilingually to the Centre's website and social media channels;
- coordinate event logistics, including A/V, travel arrangements, invitations, registration, photography and post-event follow-up;
- maintain an inventory of the Centre's communications products, including printing, ordering and distribution to target audience groups as required;
- track and report metrics from events, social media, and the website;
- monitor media mentions of the Centre and keep records of the coverage;
- recruit, train and coordinate volunteers for events and occasional tours of the Centre's headquarters;
- offer occasional tours of the Centre's headquarters to special guests;
- maintain the Centre's contact management system, and,
- support the Manager of Communications Public Affairs in other tasks, as required.

QUALIFICATIONS:

The ideal candidate will be a skilled communicator, with strong attention to detail and organizational skills, a positive attitude and who is at ease balancing competing priorities and multiple ongoing projects. The candidate will be committed to the values of pluralism as a positive response to diversity.

Specifically, this individual will possess:

- Post-secondary education and two to three years relevant experience;
- Experience in creating and distributing engaging written or graphic content in the form of web pages, social media messages and email newsletters to expand organizational reach and target select audiences;
- Experience with tools for tracking social media and website analytics;
- Experience planning events;
- Experience coordinating with consultants and service providers;

- Proven administrative, time management and organizational skills with attention to detail;
- Ability to work independently as well as part of a high-functioning, busy team;
- Exceptional writing skills in English.

Assets:

- Experience with Wordpress and email marketing solutions (i.e. Mailchimp);
- Experience with customer relationship management software (e.g. Keela, DonorPro, Raiser's Edge);
- Experience with volunteer coordination;
- Bilingualism (English and French) considered an asset.

HOW TO APPLY

Applications may be submitted via email to careers@pluralism.ca with the subject line "Communications and Public Affairs Assistant". Each applicant should include a cover letter and a resume highlighting relevant experience. Closing date for applications is **January 9, 2020**.

GCP is committed to equity in its mandate and its staff. Candidates must be eligible to work in Canada. Please note that only shortlisted candidates will be contacted.