

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

Position: Coordinator, Communications and Public Affairs (full-time contract to December 31, 2021, renewable)

Location: 330 Sussex Drive, Ottawa, Ontario

Start Date: September 1, 2020

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. Through research, education and knowledge exchange, the Centre advances 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 Coordinator, on contract to December 31st, 2021 (with the possibility for renewal), to contribute to the Centre's ambitious communications plans. Reporting to the Manager of Communications and Public Affairs, the Coordinator will play an integral role in expanding the Centre's digital footprint. The Coordinator is adept with technology and creates original, engaging multi-media content for the Centre's website, social media and newsletters, and designs and initiates campaigns on social media to increase engagement, while monitoring analytics and maintaining content calendars.

The Coordinator 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; liaises with creators to produce the communications assets required; and tracks and evaluates their reach.

The Coordinator is closely involved in the logistics, planning and delivery of professional, high-calibre events, both on and off-line, including the Annual Pluralism Lecture and the Global Pluralism Award ceremony.

This position may require remote work, and some travel, as well as work on occasional weekends and evenings.

MAIN DUTIES AND RESPONSIBILITIES:

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

- contribute to the development of the Centre's strategic communications plans and brand identity;
- work closely 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;
- work closely with program teams to co-develop messaging and communications products;
- write 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;
- design creative public engagement opportunities on and offline to attract new audiences to the Centre and raise awareness of pluralism;
- reach out to partners to co-create and cross-post relevant content;
- 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 produce reports 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, digital-savvy 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, or a combination of training and experience related to the position;
- At least 3+ years of relevant experience;
- Experience synthesizing complex information to create engaging written and graphic content in the form of web pages, social media content, video scripts and email newsletters;
- Ability to quickly learn and adopt new apps and software (e.g. project management tools; video editing and graphic design software)
- Experience developing key messaging targeted to different audiences;
- Experience with tools for tracking social media and website analytics, to produce reports and recommendations;
- Experience designing and planning high-quality events;
- Experience coordinating with consultants and service providers;
- Proven administrative, time management and organizational skills with attention to detail;
- Ability to problem solve and work independently as part of a busy, multi-tasking team;
- Exceptional writing skills in English.

Assets:

- Strategic communications experience;
- Knowledge of graphic design platforms (i.e. Canva, Adobe CS);
- Media relations experience;
- 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;
- Additional languages considered an asset.

HOW TO APPLY

At the Global Centre for Pluralism, we aim to embody respect for diversity in who we are and everything we do. We encourage people from diverse backgrounds to apply, because we believe this diversity makes the Centre and our work richer. We are an equal opportunity employer, and do not discriminate on the basis of race, colour, indigeneity, religion, sex or gender identification or expression, age, disabilities, or citizenship. We also welcome applicants to self-identify in their cover letter, if they wish to do so.

The Centre is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any accommodations at any point during the application and hiring process, please contact careers@pluralism.ca. Information related to accommodation will be treated as confidential.

Applications may be submitted via email to careers@pluralism.ca with the subject line “Communications and Public Affairs Coordinator”. Each applicant should include a cover letter and a resume highlighting relevant experience. Candidates must be eligible to work in Canada and available to work out of the Centre’s headquarters in Ottawa.

Closing date for applications is August 10, 2020. Please note that only shortlisted candidates will be contacted.