



Canadian Jesuits International

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Job Posting: Communications Coordinator

Application deadline: July 4, 2019

Canadian Jesuits International is seeking a highly motivated individual to act as Communications Coordinator. This is an exciting opportunity for someone who is looking to use their creative skills with a not-for-profit organization committed to social justice.

About Canadian Jesuits International (CJI)

CJI is the international development agency of the Jesuits of Canada. Working with local Jesuit partners in Asia, Africa, Latin America and the Caribbean, CJI supports international programs in education, human rights, sustainable agriculture, livelihood support, refugees and emergency relief. CJI also runs awareness-raising educational programs and advocacy on global citizenship and social justice with youth and adults in schools, parishes and social justice networks in Canada. For more information, visit <http://www.canadianjesuitsinternational.ca>

Position Summary

The Communications Coordinator is responsible for developing and implementing CJI's communications strategy. It includes developing and sourcing content for a range of audiences in print and online, in order to bring the analysis, stories and experiences of our international partners to a Canadian audience, to advocate for their causes, as well as to increase the organization's visibility and support for its work. This position was previously part-time, but has been expanded to include additional new responsibilities related to advocacy and larger-scale communications campaigns. This is an opportunity for you to excel in creativity and leadership. This role may include some travel within Canada and internationally.

Key responsibilities

- Lead the production and distribution of all print and electronic publications, including the Newsletter (published 3 times a year), as well as articles, reports, funding appeals, news bulletins, media releases, event flyers, brochures, blogs and posters.
- Articulate the analysis, stories and experiences of our international partners for a Canadian audience.
- Actively participate in launching educational and advocacy campaigns and special activities.
- Promote the organization's activities and programs with the general public and specific audiences.
- Monitor events related to the work of CJI, the international Jesuit network and current international issues to develop related content for the CJI website, social media and publications as appropriate.
- Maintain and develop CJI's website by writing and sourcing new content, including from CJI international partners, as well as overseeing updates on design and functionality as required.
- Increase CJI's social media presence.
- Edit and upload video from CJI events to the organization's website and social media sites.

- Monitor traffic, response and other media metrics for CJI's website, social media and publications to determine how to allocate limited resources for maximum impact.
- Recommend and undertake improvements to CJI's media platforms, content and strategy for effective communication.
- Assist other members of the CJI team with external communications.
- Develop and maintain contacts with the media nationally, organize interviews with visiting overseas partners, and ensure CJI presence in the media.

Qualifications

- Post-secondary education in communications or other related discipline plus 2–3 years of relevant experience.
- Demonstrated commitment to social justice and international solidarity, with a solid understanding of current global social justice issues.
- An understanding of and commitment to the mission of CJI, and knowledge of the Jesuits, Catholic Social Justice Teaching and Ignatian Spirituality.
- Excellent editing and writing skills in English.
- Knowledge of French or Spanish is a strong asset.
- Experience in writing human interest and social justice stories.
- Demonstrated experience in the development of communications materials and in dealing with the media.
- Strong project management, planning and organizational skills.
- Knowledge of graphic design principles and print production processes.
- Advanced computer skills, especially Microsoft Office and Wordpress, required.
- Editing and design skills using Adobe Creative Suite software or similar programs required.
- Practical knowledge of scripting/markup languages (HTML, Javascript, CSS) is a definite asset.
- Ability to work as a dedicated team member.

OFFICE LOCATION: 70 St. Mary Street, Toronto

POSITION TYPE: Full time.
Some travel in Canada or internationally may be required; occasional work outside of office hours.

START DATE: Immediately

ACCOUNTABILITY: Reports to the Executive Director of CJI

STARTING SALARY RANGE: \$55,000 to \$65,000 commensurate with experience

To apply, please submit your resume and cover letter highlighting your suitability for the position, including languages spoken and other qualifications, to CDAcji@jesuits.org

CJI is committed to diversity in its workplace and welcomes applications from all qualified candidates.

We thank all applicants for their interest, however only shortlisted candidates will be contacted.