



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Junior Communications & Digital Fundraising Administrator

Term: Part Time - 21 hours/week, August 2024 – Indefinite

Reports to: Chief Resource Development Officer

Location: 945 Wellington St. West

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

The Junior Communications & Digital Fundraising Administrator supports the Chief Resource Development Officer or their designate to deliver the communication & digital fundraising plan in accordance with goals set forth in the strategic plan and ensures that the policies and programs within area of responsibility reflect a community development approach, and the tenets of equity, access and anti-racism / anti-oppression. The incumbent assists and executes any other duties as required by the Chief Resource Development Officer.

Main Responsibilities:

- Support the delivery of an integrated plan for communication pathways; create, send, and monitor engaging marketing communications (ex. brochures, press releases, e-newsletters, campaign material, web content, Annual Reports, business cards, digital email signatures, banners, program flyers, name tags, door signs, letterheads etc.) to enhance OCISO's presence in the sector
- Support the development and implementation of social media campaigns for marketing and digital fundraising
- Support the development of branding standards and compliance. Maintains OCISO's resource & digital library of intellectual property (language resources, templates, presentations, photos, etc.)
- Compile and distribute information such as website and social media analytics, report on performance. Monitor and administer social media accounts, create content and respond to messages, e.g. Facebook, Twitter, YouTube, LinkedIn

- Educate/train employees on the use of social media, email signatures, use of teams and zoom using OCISO backgrounds and templates
- Support the coordination of website issues acting as liaison with contracted web developer. Updates content to OCISO's website and creates content as required
- Provide information regarding web projects & web updates and assist with quality assurance testing of the website. Conduct web content audits to eliminate redundant and/or duplicate information
- Research major gift programs, and stewardship activities in the sector
- Maintain and develop the Donor Perfect digital fundraising database of supporter contacts and donors
- Research on prospective trust and foundations, corporate funders and high net worth individual donors
- Provide support to a range of fundraising and promotional events – including planning, logistics and on the-day support e.g. Run for a New Start, MDSF, AGM, All staff, and other events
- Keep up to date with fundraising initiatives and news from across the sector
- Others duties as assigned

Qualifications:

- Undergraduate degree in Communication, English, Marketing, Philanthropy; or combination of relevant post-secondary education and related experience
- Minimum 2 years experience developing and managing social media networks and websites
- Experience coordinating fundraising activities and familiarity with Donor Perfect, Canada Helps etc.
- Excellent judgment in setting priorities, identifying issues and determining action required. Adept at balancing major concurrent tasks and projects
- Excellent ability to see the big picture, anticipate problems, organize and coordinate appropriate responses
- Experience working in a multi-disciplinary, multicultural work environment
- Demonstrated professional and confidential work ethic
- Demonstrable experience in research and analysis of information and the effective presentation of it
- Accuracy and excellent attention to detail
- Excellent interpersonal and team working skills, with an ability to work independently and seize opportunities
- High level of analytical and written skill – fluent in written and spoken English with strong presentation and persuasion skills
- Proficient knowledge of WordPress and pagebuilders, with knowledge of HTML an asset
- Proficient knowledge of SEO, content marking, Google Analytics, copywriting
- High proficiency in M365 products including Sway
- Experience with MailChimp & Hootsuite
- Experience with Canva and other online design tools
- High proficiency of social media management platforms

Salary & Benefits:

\$30,308 - \$30,881 annually. Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline:

August 12, 2024 until 12 PM (EST). Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_CFA_letter or resume) before applying and send it to HR Department at: recruitment@ociso.org

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.