



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

INTERNAL/EXTERNAL JOB POSTING

Position: Communications Coordinator

Term: 35 hours/week, October 2021 - March 31, 2023

Reports to: Director, Refugee 613

Are you a communications professional with experience managing content creation from start to finish? Refugee 613 is looking for an experienced communicator who thrives on creating and leading successful communications and making sure the production process is efficient, effective and on time from start to finish.

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. OCISO is the fiscal sponsor for Refugee 613.

About Refugee 613:

Refugee 613 is a communications organization created by a network of service providers, refugee sponsors and community volunteers. We provide our partners and the public with information, connection and inspiration to improve the welcome and integration of refugees. As part of our commitment to actively work to dismantle systemic racism, we strive to embed equity and inclusion in all our internal practices and services. Our small, energetic and diverse team highly values life experience, curiosity and creativity. We work hard, laugh a lot and care deeply about what we do.

Project Overview

Refugees resettle to both a country and community, making it essential to intentionally attract Canadians to the private sponsorship experience using strategies tailored to both levels. The ReSpo project works to increase the ability of private sponsors to successfully participate in the BVOR Program by supporting improvements to recruitment and sponsor-experience practices. By targeting interventions at both the national and local level, ReSpo aims to increase the capacity of organizations that deliver BVOR sponsor support to undertake sustainable sponsor recruitment and assist IRCC in meeting targets in the Immigration Levels Plan.

Position Summary

Reporting to the Director and collaborating closely with the ReSpo Stakeholder Relations Manager and Communications colleagues, the Communications Coordinator will coordinate Refugee 613's communications strategy and implementation at the national, local and international levels, via ReSpo and related activities.

Main Responsibilities:

- Lead on day-to-day implementation of ReSpo and Refugee 613 communications activities, with an emphasis on refugee sponsorship promotion and recruitment
- Coordinate the writing, editing and production of all project communication resources, including toolkits, social media content, slide decks and infographics
- Provide quality assurance on all communications products and materials, ensuring consistency of branding, messaging, design/technical specifications and copy editing
- Develop and implement effective knowledge mobilization strategies, including online and in-person sharing of knowledge, best practices, practical tools, and policy briefs
- Execute promotion plan for events and resources
- Liaise with contractors, including translators and graphic designers
- Support audience research and analysis activities
- Liaise with funder for content approvals
- Coordinate meetings and meeting materials with partners and stakeholders as needed
- Produce brand guidelines. Ensure brand standards are met and maintained
- Maintain the Refugee 613 website as needed
- Measure and monitor communications outcomes, adjusting plans/strategies accordingly
- Support the fulfillment of project administrative activities, including budgeting
- Represent Refugee 613 in committees, workshops and conferences as approved by the Director
- Demonstrate a commitment to OCISO's culture of respect approach
- Other task and duties as assigned

Qualifications:

Essential

- Post-secondary or graduate degree in communications, journalism or marketing, or equivalent professional experience: You have studied aspects of communications theory and/or worked in a position that applied it.
- Minimum three years of professional experience in communications: You have held paid positions in content creation, marketing, communications or social media management.
- Excellent verbal and written knowledge of English, ability to speak additional languages is a strong asset: You have demonstrated ability to write clear, engaging communications with excellent grammar and style.
- Demonstrated professional experience with project management, including planning, monitoring and evaluation. You have managed production of communications materials in the past, and you love using project management tools to ensure deadlines are met.
- Strong interpersonal and communications skills, including listening, building trust, responding to concerns, conflict resolution and cultural competency.
- Highly organized and detail-oriented, with outstanding time-management skills.
- Strong work ethic and ability to multitask and work independently.
- Experience in working with people from diverse cultural backgrounds.
- Proficiency with the full MS Office Suite, project management software and databases.

Desirable

- Ability to thrive working online or in an open-space environment with a small, mission-driven team

Salary: \$56,000 to 58,240 per year

Application Deadline: October 11th 2021 – Monday until 5:00 PM.

Application Process: Please rename your cover letter and resume with your "First name_position title" (e.g., Chandan_HR Administrator) before applying and send to Chandan Rathaur, HR Administrator: hr@ociso.org

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal peoples, 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 persons with disabilities in the recruitment process upon request. If you are selected for an interview and you 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.