



JOB POSTING: COMMUNICATIONS OFFICER

GIRLS ACTION FOUNDATION is currently seeking an energetic and creative person to join their team as Communications Officer. This individual will be responsible for the implementation of communications related tasks for Girls Action's activities, programs, and network. Under the direction of the Operations Manager, the Communications Officer will work collaboratively with team members to strengthen and grow our network, .

About Girls Action

Founded in 1995, **Girls Action Foundation** is a national charitable organization that inspires and supports the empowerment, leadership and healthy development of girls and young women across Canada. Through its innovative programs, research and support to a network of over 300 partnering organizations and projects, Girls Action Foundation reaches over 60,000 girls and young women annually – providing opportunities to build their strength, discover their power and gain the confidence they need to bring their gifts to the world.

Responsibilities include :

- Implement communications work according to the needs of the organization
- Coordinate the production of communications and promotional materials (print and electronic) related to Girls Action's projects and events
- Develop and produce the Girls Action electronic newsletter
- Support the production publications (ie: editing, layout, graphic design, translation, printing, etc.)
- Participate in ongoing strategy development and restructuring of the organization
- Update website and social media content; coordinate digital content and tools
- Liaise with web developer and other technical support
- Conduct outreach, support partnership development and growth of the network
- Support fundraising activities and sustainable development of the organization
- Other duties as required

Desired skills and qualities :

- Relevant experience and training in Communications
- Understanding of girls' and women's issues from an intersectional feminist analysis
- Strong written and verbal skills in both English and French
- Well-versed in using both PC and Mac-based software and the Microsoft Office suite
- Tech and Internet savvy – skilled in web publishing and using web-based tools
- Experience working with website content management systems (Drupal or other), and social media as well as any of the following: InDesign, Final Cut, Photoshop
- Knowledge of database management systems like Salesforce will be a strong asset

- Highly motivated, creative and energetic, with a desire to contribute to the development of an innovative organization
- Works well under pressure, well-organized and detail-oriented with excellent follow-through
- Excellent interpersonal skills
- Ability to work both independently and as part of a team
- Resourcefulness, flexibility and the ability to learn and adapt on the job.

Terms:

Located in the Girls Action Foundation office in Montreal. 6 months contract with possibility of renewal depending on funding. Salary range: \$16-21 per hour for 30 hour work week (salary will depend on qualifications and experience).

Employment equity

People from marginalized communities, including but not limited to: women, indigenous people, differently-abled people, people of colour, queer and trans people, and people of low socioeconomic status are especially encouraged to apply. Please indicate if you consider yourself to be a member of a traditionally disadvantaged group and would like to be considered as such for the purpose of this hiring process.

Application deadline:

Monday April 23, 2018

How to apply

To apply, please send your cover letter and resume to [hiring@girlsactionfoundation.ca](mailto: hiring@girlsactionfoundation.ca).

We thank everyone for applying but only those selected for an interview will be contacted.