

Communications Coordinator and Organizational Health Consultant

The **application deadline is October 7, 2020 at 5:00 PM**. Interviews will take place during the weeks of **October 19 or October 26**.

Position Summary:

The [Centre for Community Organizations \(COCO\)](#) is a provincial non-profit that works to nurture an inclusive, social-justice oriented Quebec community sector where grassroots organizations can thrive. We believe that is an important part of creating a more just and equitable society overall. To this end, COCo provides training, accompaniment, and technological support to small, ground-up, and social-justice focused organizations. We also use our research to steward dialogue and change on issues of inclusion and diversity in the Quebec non-profit sector.

The **Communications Coordinator and Organizational Health Consultant is primarily responsible for:**

- Furthering COCo's popular education work by creating resources and tools that support community groups to achieve their mission and improve their organizational health, in alignment with COCo's values and approach
- Taking active leadership in COCo's collective structure, including reflecting on, developing, and implementing changes to the organization
- Supporting grassroots community organizations to thrive through accompaniment, facilitating group change processes, trainings, and conflict resolution

Start Date: November 23, 2020

Contract length: One year, renewable

Hours: 30 hours a week. Occasional early morning, evening and weekend work will be required with notice.

Compensation: \$30.17 an hour

Benefits: Health insurance, pension plan, 4 weeks vacation

Work Environment:

You would be joining a team of 11 [staff members](#) and a community of affiliate facilitators in:

- a horizontal, highly collaborative, and non-traditional work environment
- a fast paced, dynamic, high performance team
- In regular times, COCo works out of an open office environment in downtown Montreal/[Tiohtià:ke](#)/[Mooniyaang](#). Our expectation is that we will return to the offices within the year.

Working for COCo during COVID:

During COVID, COCo's work has been entirely remote and the team has been working from home. Due to the current situation, we require our employees to have access to an adequate internet connection and a workspace where the candidate is able to participate in video conferencing and online facilitation. For staff working from home, COCo will provide computer equipment if necessary and a stipend toward work from home costs.

We are continually adapting our practices to support employees in their work in the context of COVID. If you have questions about the current state of these practices, please email Madeleine (madeleinec@coco-net.org).

Accessibility:

COCo's physical offices and bathrooms are wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space. However, we aim to have a scent-reduced space. We are still learning about and online accessibility as it relates to our work from home practices. If you have specific questions relating to the accessibility of our work from home practices or our physical office space, please email Madeleine (madeleinec@coco-net.org).

Tasks and Responsibilities:

Communications Coordination:

- Cultivate and maintain COCo's public communications
 - Keeping COCo's social media, monthly newsletter, and website active and engaging, including publishing twice-monthly blog posts
 - Develop and share resources for community organizations in Quebec on a variety of topics (legal information, technology, funding, anti-oppression, human resources, etc)
 - Support COCo's key communications needs, including promoting our AGM, developing our annual report, responding to media requests, increasing our membership, and promoting our events
 - Create and maintain a consistent aesthetic for communications, in line with principles of accessibility
- Coordinate COCo's information and referral service
 - Responding to information-based requests from community groups with resources and suggestions for issues they are facing in their day to day work
 - Collaborating with the team to develop their ability to respond to such requests
- Champion COCo's values and approach within community sector
 - Collaborating with other staff in the development of tools and resources to support anti-oppressive (anti-racist, feminist, queer) practices in the community sector (such as [this recent video](#) on the experiences of women and femmes of colour in community organizations)
 - Improving the accessibility of our communications channels and practices, including COCo's website
 - Taking the lead on crafting and framing our public advocacy work on issues related to social justice within the community sector

Organizational Health Consultant:

- Support the health and well-being of grassroots community organizations

- Accompaniment of organizations through long term organizational change (vision and mission work, strategic planning, restructuring etc.)
- Design and facilitation of workshops, training, and group change processes
- Continued development of organizational change strategies related to anti-oppression, anti-racism, and social justice values
- Mediation of interpersonal conflicts within organizations

Collective Management:

- Actively contribute to COCo's organizational development, collective management and administration through its horizontal and consensus-based decision-making structures
- Provide human resources support and participate in co-supervision
- Participate in collective tasks including office and phone coverage and office maintenance.
- Leadership and engagement in support of COCo's organisational health, including through staff meetings, board meetings, AGM, learning and reflection sessions and retreats.
- Actively engage in critical reflection (both on an individual and organizational level) about anti-oppression, social justice, and accessibility principles and their implementation in the workplace.

Qualifications:

At COCo, we recognize the value of both paid and unpaid work. We encourage applications from candidates who meet **some or all** of the following qualifications:

- Experience in communications or marketing, particularly social media and newsletters
- Ability to write and share ideas related to topics of anti-racism and other forms of oppression
- Experience in content creation
- Basic familiarity with WordPress and InDesign
- Bilingualism:
 - Strong writing, editing and synthesis skills for a broad audience in one language with advanced proficiency in the other

- Ability to speak and facilitate in French and in English
- Experience as a consultant, facilitator, trainer or mediator
- Experience with Quebec's community sector

Successful Candidates Will Possess the Following:

We are looking for someone who brings a **passion for organizational change work**, an **aptitude for communications**, and **strong interpersonal skills** to join our team.

Other qualities include:

- Ability to work creatively with a broad range of people and perspectives
- Ability to work both autonomously and with others in a highly collaborative work environment
- Ability to be organised and prioritize tasks
- Willingness to support COCo's commitment to amplifying marginalized voices in the community sector
- An understanding of barriers experienced by racialized and other marginalized communities in Quebec
- An understanding of anti-oppression frameworks, and experience in integrating these ideas into their communications work and responsibilities, notably, with regards to accessibility principles on the web

Hiring Process:

To Apply:

All candidates are asked to fill out this form, in [English](#) or in [French](#), instead of a cover letter. The form will also ask you to include your resume in a PDF format. **Note that you cannot edit your responses after they have been submitted. The deadline is October 7, 2020 at 5:00 PM.** If you have any problems with the form, please email Jeneffer (jeneffer@coco-net.org).

Our Hiring Process:

We evaluate all applications anonymously, to ensure a higher degree of objectivity in our selection process. Only candidates chosen for an interview will be contacted. Interviews will be conducted in both English and French and should take place during the **weeks of October 19th or October 26.**

If You Wish to be Considered for Employment Equity:

COCo values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Indigenous people, people of colour, people with disabilities, people identifying as LGBTQI2, women, formerly incarcerated or institutionalized people, immigrants and people from working class backgrounds to apply. We also understand that applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization as diverse as the communities we serve.

If you wish to be considered for employment equity, you can let us know in the application form. Please note that it is not required that candidates explain why they would like to be considered for employment equity.