

Communications Co-Director (French)**Deadline: January 4th, 2016**

If you believe that:

- Social change is possible
- Feminist principles and process can help change the world
- Social justice activists, in Canada and the global South, can support and learn from each other
- You have a contribution to make in helping strengthen and manage a Canadian organization devoted to promoting social justice and human rights around the world

...you may be interested in applying for a **communications co-director (French)** position at Inter Pares, a Canadian social justice organization. We build relationships with people and organizations, in Canada and overseas, who share an analysis that poverty is caused by structural inequalities among and within nations, and who are working to promote fundamental change in their communities and countries.

As part of our institutional co-management team, the successful candidate will be expected to share responsibility for Inter Pares' financial, administrative, and political well-being and direction. The co-management team operates on a parity basis – equal salary, equal responsibility – guided by principles of consensus-based decision-making. All co-managers participate in management committees, administration, raising funds, donor relations, board relations, external representation, and public engagement.

The position of communications co-director

We are looking for a communications co-director to share with one other person, in collaboration with the whole staff, the work of implementing our marketing & communications plan and in managing our communication strategies, in both French and English. Assignment of responsibilities between the co-directors will be established based on the profile of the successful candidate.

Responsibilities of the co-directors

- Writing and editing articles, reports, releases, and other publications
- Web site management & strategy
- E-newsletter management & strategy
- Managing our online fundraising, both day-to-day and campaigns
- Coordinating our social media presence
- Coordinating media relationships
- Coordinating advertising and event publicity
- Collaborating in public engagement activities; public speaking as required
- Participating in the communications & fundraising cluster and carrying out its activities
- Overall strategic & financial management

The candidate must demonstrate that they hold the following experience, skills, and attributes:

- Solid experience in all or most of the above aspects of our communications program
- Excellent (mother tongue or equivalent) writing, speaking, and editing skills in French
- Good to very good written and oral communication skills in English
- Commitment to social justice and feminist principles, and diversity and anti-oppression values
- Commitment to collective work, ability to work in a team and without direct supervision
- Financial management, administrative, and organizational skills
- Willingness to work evenings and weekends on occasion; availability to travel within Canada or internationally is an asset (a contribution towards child care expenses for the above is accessible)

The ideal candidate will also possess the following skills and experience:

- Paid or unpaid work in non-profit and/or charitable organizations
- Paid or unpaid work in the global South or in an international solidarity context
- Managing websites using a content management system, particularly Drupal, and some HTML
- Graphic layout, video creation & editing, and photo editing
- Using an e-mail marketing service, particularly Constant Contact
- Fundraising or donor relations experience with institutions and/or individuals
- Public engagement and/or volunteer management

Salary and benefits

All co-managers receive the same annual salary of \$55,397 with a generous benefits package that includes extended health coverage, retirement planning benefits, and a dependents allowance (if applicable). New staff members begin with four weeks of vacation.

Start date: mid-February 2016

Application process

Candidates must have permission to work in Canada. Interested persons should submit their resumé, accompanied by a cover letter in French elaborating why they are interested in working at Inter Pares and the skills and experience they would contribute, by e-mail: info@interpares.ca, **subject: communications job posting.**

Candidates must be available for an interview in Ottawa the week of January 11th. The interview will include questions in both French and English. The successful candidate will be asked for further interviews between January 21st and 26th. [Inter Pares strives to be an accessible workplace](#), and we are happy to provide an accessible interview environment and accommodation if required. We thank all applicants in advance; however, due to the volume of applications normally received, only candidates under consideration will be contacted.

Inter Pares is dedicated to the goal of building a diverse and pluralistic staff, and strongly encourages applications from women, racialized people, Indigenous people, people with marginalized sexual or gender identities, and persons living with disabilities. We invite candidates to share how they personally identify in their application if they wish to do so.

For more information about Inter Pares: www.interpares.ca