

Content and Communications Coordinator

Background

Righting Relations is a heart-centred, pan-Canadian network that strives to strengthen the capacity of adult educators and community organizers to bring social change through political and economic literacy for a just society in Canada. With core funding support from the Catherine Donnelly Foundation, hubs of adult educators and community organizers have been developing in communities across the country.

To learn more about Righting Relations, visit www.rightingrelations.org

Position Summary

The Righting Relations Content and Communications Coordinator will support the communication and outreach for all core programs and funded projects, including the final year of a 3-year national project funded by Women and Gender Equality Canada, *Uplifting Women and Uplifting Communities: Justice and Equity Change Labs*.

The Coordinator will work collaboratively with the National Coordinator and the full Righting Relations team, including the National Steering Committee, Hub and Circle Coordinators, Change Lab Coordinators, and operations teams.

This position will report to the National Coordinator.

Responsibilities

The coordinator's duties and responsibilities include:

- Work in collaboration with the Righting Relations' National Coordinator, Hub and Circle Coordinators, partners/collaborators, and the Righting Relations Communications Team to promote and conduct outreach for events and activities
- Assemble content and take photographs for a monthly newsletter and social media (include writing, editing, photography and graphic design)
- Support visual design and dissemination of program and project outputs, such as reports, infographics, podcasts, and video content
- Edit audiovisual content for social networks and the Righting Relations website
- Create and manage content for the Righting Relations website
- Assist Righting Relations with event outreach and planning as needed
- Draft news releases and assist with media relations and tracking media coverage
- Create posters and brochures



- Stakeholders research and outreach
- Track and analyse social media and website analytics
- Help develop social networking strategies based on social media and website analytics to drive member and wider network engagement
- Support the dissemination of reports and other content both within the larger network and to the general public
- Help ensure consistent branding across program and project outputs

Skills and Experience

- Experience with social media
- Experience working with standard office software
- Experience working with marginalized people and communities, including Indigenous, racialized, queer, trans, disabled, low-income, immigrant, and refugee communities
- Graphic design skills and experience
- Writing and communications skills
- Digital marketing and online community engagement skills
- Experience maintaining and updating websites and working with CMS platforms
- Experience working with the following specific platforms and tools would be an asset:
 - WordPress
 - CiviCRM
 - MailChimp
 - BeaverBuilder
 - Hootsuite
 - Canva
 - Google Workspace (Gmail, Google Drive, Docs, Sheets, Forms etc)
 - Zoom
- Facilitation experience would be an asset

Traits and Values

- Passionate about social justice, adult education, and the impacts of oppression
- Diplomatic, patient, able to work with different modes of communication and engagement
- Respect confidentiality
- Works through a lens of anti-oppression
- Detail-oriented
- Strong organizational and time management skills
- Interpersonal and relationship-building skills
- Strong written and verbal communication skills



- Takes initiative and works well independently while also able to work collaboratively as part of a team
- Ability to attend gatherings and events on evenings and weekends (occasionally)
- Able and willing to travel domestically (occasionally)
- Demonstrates initiative
- Willingness to learn

Terms of Contract

The contract would extend from 1 August 2023 to 31 March, 2024. Extension or renewal of this contract would be dependent on securing additional funding as well as on performance. The Coordinator will work 30 hours per month on a flexible schedule. The coordinator will be required to work remotely and have access to a computer. The rate of pay for this position will be between \$30-\$35/hr based on experience.

Righting Relations activities take place across Turtle Island and we welcome applicants from anywhere in Canada. We particularly encourage applicants from Indigenous, Black, and racialized communities, or who are 2STQQLGBIA+, disabled, or otherwise/additionally marginalized.

Application Info

Please address your application to:

Ally Crockford

National Coordinator, Righting Relations Canada

Submit applications by email to jobs@rightingrelations.org no later than July 14th, 2023. We are unable to accept mailed applications at this time.