

Position Title:	Communications Officer
Position Location:	Ottawa, Ontario
Reports to:	Executive Director
Status:	Full time – 1-year Contract
Travel Requirement:	Some travel may be required
Language requirement	Fluency in English; French and/or Spanish an asset

GENERAL DESCRIPTION

The Cooperative Development Foundation of Canada is looking for an experienced Communications Officer to create and implement communications strategies that further CDF Canada's work in Canada and around the globe. The Officer will be responsible for developing and implementing plans to engage target audiences and spread the message about our work. She/he will support the development of compelling communications materials appropriate for a variety of external audiences, internationally and in Canada. The ideal candidate should have a proven track record of success in the communications sector or related fields, as well as excellent written and verbal communications skills.

RESPONSIBILITIES

- In consultation with members from the Programs team develop marketing and communications strategies specific to projects;
- Design and implement plans to widely disseminate project and program level results among local, regional and international stakeholders;
- Design, draft and commission user-friendly summative documents and communications pieces that synthesize project results for multiple audiences including government agencies, researchers, practitioners, the media, policy communities and the public;
- Identify appropriate services providers (i.e. writers, copy editors, publishers) to support the production of project output documents, taking responsibility to plan and oversee this process;
- Prepare and coordinate, graphic, visual materials, web site content and other social media for public presentation/dissemination;
- Identify target audiences and create strategies to effectively engage them;
- Build and maintain relationships with journalists, bloggers, sponsors and customer audiences that will disseminate our results and reach;
- Develop, support and promote CDF Canada's goals, including message development, social media content creation and media outreach;
- Identify target audiences and create strategies to effectively engage them;
- Develop and disseminate public relations materials that increase our visibility among stakeholders and sponsors;
- Contribute to the project reporting process and monitoring its progress (i.e., evaluation results, annual reports, human interest stories etc.).



Capacity Building

- Strengthen capacities of implementing partners and project teams in communications, outreach and results uptake to effectively communicate key messages and play an intermediary role between the generators and users of knowledge;
- Provide feedback on communications and results uptake strategies and products to program managers, implementing partners and project teams.

SKILLS & QUALIFICATIONS

- Bachelor's degree in communications, journalism, public relations, international development, adult education, or a related discipline;
- Knowledge of and experience using social media platforms to support and advance organizational objectives;
- Advanced computer skills with proficiency with Microsoft Word, PowerPoint, Publisher, Adobe Photoshop, web site content management software, and other programs;
- Ability to communicate effectively with CDF Canada's Ottawa-based staff, overseas field staff, as well as staff and members of Canadian co-operative organizations;
- Initiates and maintains communications with CDF Canada's member organizations in Canada or partner organizations overseas;
- Excellent interpersonal communications skills;
- Ability to work effectively in cross-cultural situations;
- Ability to work independently, and to work effectively as part of a team;
- Excellent organizational, administrative, and time management skills.

WORKING CONDITIONS

- Requires extensive computer use;
- May involve overtime work at peak periods;
- May involve travel in Canada or overseas.

Please apply with a resume and cover letter to apply@cdfcanada.coop no later than 4:00 p.m. Tuesday, September 7th, 2018. ***All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.***