



Canadian Council for International Co-operation
450 Rideau Street, Suite 200, Ottawa, Ontario K1N 5Z4

Conseil canadien pour la coopération internationale
450, rue Rideau, bureau 200, Ottawa (Ontario) K1N 5Z4

Competition # 2010-02

Please post or circulate EMPLOYMENT OPPORTUNITY

Title: Communications/Advocacy and Membership Outreach Officer
Location: Ottawa
Supervisor: President-CEO and Deputy Director
Classification: Level 6 (unionized)
Annual Salary: \$58,117 - \$61,331 – Start Rate \$58,117 (pro-rated to 4 days/week)
Term: 1 year contract – Part-time 4 days per week
Start Date: September 15, 2010

INTRODUCTION

The Canadian Council for International Co-operation (CCIC) is a coalition of Canadian voluntary sector organizations working globally to achieve sustainable human development. CCIC seeks to end global poverty, and to promote social justice and human dignity for all.

POSITION SUMMARY

Under the supervision of the President-CEO, the CAMO Officer develops and implements a communications strategy according to the communication and advocacy objectives of CCIC and its members. Under the supervision of the Deputy Director, the CAMO Officer also contributes to the development and implementation of CCIC's membership outreach and mobilization strategy. Proficiency in written and spoken English and French is mandatory for this position.

JOB DUTIES AND RESPONSIBILITIES

Media Relations and Advocacy:

- Works with President-CEO to establish and maintain media relationships. Develops and maintains a database of local and international media contacts.
- Identifies media opportunities through media monitoring, analysis and strategies to publicize the Council's work and development concerns.
- Conducts research and prepares briefing papers for the media on key development issues of concern to CCIC.
- Prepares press releases and media events. Distributes materials to the media and responds to media requests.
- Supports implementation of communications and advocacy activities of CCIC.

Information Dissemination, Publications and Website

- Overall responsibility for publication of CCIC's bi-monthly organizational newsletter (Flash) including gathering contributions from CCIC staff and members, editing and ensuring translation and e-mail distribution.
- Edits and writes for CCIC publications and other external publications, including proofreading.
- Prepares and designs internal and external communications materials including the Annual Report and other organizational materials such as e-publications, brochures and booklets.
- Ensures regular and timely updates to CCIC's website and works with President-CEO, Deputy Director and staff to develop suitable online content in line with CCIC's organizational and policy goals.

Membership Outreach

- Contributes to the implementation of CCIC's membership strategy including support to the membership committee of the Board of Directors.
- Supports CCIC's work in the implementation of its Code of Ethics.
- Organizes and follow-ups on membership outreach/convening activities.

Other Duties:

- Performs other duties as requested.

KNOWLEDGE AND SKILLS

The candidate will have:

Essential:

- University degree with a specialization in Communications and/or related experience and education.
- Bilingualism in Canada's official languages (written and spoken).
- Minimum of 4 years relevant Communications experience.
- Excellent writing, proofreading and editing skills in English and French (mandatory)
- Knowledge of international development issues and demonstrated ability to popularize materials effectively for online environments on related issues.
- Computer-assisted communications skills (Microsoft Suite, Adobe Suite (In particular: In Design, Dreamweaver, Photoshop, Flash, Acrobat, Illustrator), Quark, HTML, database software such as Microsoft Dynamics CRM).
- Knowledge of the video editing software Adobe Premiere an asset.
- Excellent communication and interpersonal skills.
- Creative, motivated, and a self-starter.
- Capacity to manage complex workload and work to deadlines.

Desirable:

- Interest in CCIC's objectives.
- Knowledge of international development issues and the NGO community.
- Experience with coalitions and/or membership based organizations.

CCIC is committed to employment equity.

Application deadline: **Tuesday, July 20, 2010** (Internal Candidates)
 Monday, August 16, 2010 (External Candidates)

Interviews will be held on **Monday, August 30, 2010**

CCIC offers a generous benefits package. For general information on CCIC, please visit our web site at www.ccic.ca. We thank all candidates for their interest, however, only short-listed candidates will be contacted.

Please send resume and letter of interest, quoting **Competition # 2010-02**, to:

Deputy Director
CCIC
450 Rideau Street, Suite 200
Ottawa, Ontario
K1N 5Z4

E-mail: recruitment@ccic.ca
Fax: (613) 241-5302

July 2010