

Job Details

MAX, Ottawa's Health Connection for Guys Into Guys

Related Job Categories

Communications
Outreach
Social Media
Gay Men's Health

Position Type

Full-time

Region

National Capital Region

Location

Downtown Ottawa

Application Deadline

December 3rd, 2017
Interviews will start on December 5th

Tentative Start Date

January 2nd, 2018



Communications and Outreach Coordinator

At MAX (formerly the Ottawa Gay Men's Wellness Initiative - OGMWI) we envision a community of self-affirming gay, bisexual, two-spirit, queer, and other guys who are into guys, whether cis or trans (GBT2Q) caring for themselves, caring for each other, and enjoying complete health equity. We focus particularly on mental health issues, building resiliency, and creating a network of services that can support and promote the wellness of guys into guys in the Ottawa region.

We are looking for a dynamic and self-motivated Communications and Outreach Coordinator to coordinate and implement the communications and outreach strategy of the organization targeting guys into guys, particularly those at the intersection of multiple inequities, including newcomers and refugees, Indigenous, guys of colour, trans, and those living with disabilities.

Responsibilities

- Lead the community outreach (online and offline) targeting guys into guys, particularly those at the intersection of multiple inequities including newcomers and refugees, Indigenous, visible minorities, trans, and those living with disabilities.
- Coordinate the recruitment, training, and orientation of volunteers.
- Coordinate the planning of community events, including Behind The Scene, Pride-related events, Totally outRIGHT Ottawa, and others as required.
- Develop and lead the continuous implementation of our Communication Strategy.
- Ensure the update and feed of our web portals, and our social media accounts and profiles.
- Coordinate Blog Content development and diffusion.
- Develop and maintain relationships with the media.
- Respond and redirect external requests coming from the media and partners.
- Other duties as assigned.

Qualifications

Basic Requirements (These requirements must be met before the candidate will be considered for an interview)

- Bachelors degree in a relevant discipline or other college diploma or university degree with significant experience in a relevant field.
- Strong digital media skills, including social media and web platforms.
- Strong written communication skills (i.e.: press-releases, reports).
- Experience working with programs for GBT2Q men.
- Experience in managing volunteers.
- Experience in work-planning, project management, and reporting.

Rated Requirements (These requirements will be rated at an interview)

- Experience in a community-based organization is an asset.
- Knowledge of the GBT2Q communities and their health realities.
- Ability to make and drive a work-plan.
- Ability to establish and maintain partnerships.
- Ability to work in English and French is an important asset.

Personal Suitability

- Persuasive and socially adept.
- High levels of initiative and creativity.
- Very high level of oral and written communication.
- Technology savvy (Microsoft Office, Wordpress, Adobe Suite, etc.).

Position Conditions

- This is a full-time position (37.5 hours a week) with benefits.

How to Apply

- Interested parties may submit their cover letter and résumé to roberto@maxottawa.ca by midnight EST on December 3rd, 2017 (Interviews will start on December 5th).
- We thank all candidates for their interest in the work of MAX; but only candidates selected for an interview will be contacted.

MAX is committed to employment equity and welcomes applications from historically disadvantaged groups. Self-identification by candidates is completely voluntary.