

Job Details

MAX, Ottawa’s Health Connection for Guys Into Guys

Related Job

Categories

Communications
Marketing
Partnerships
GBT2Q Men’s Health

Position Type

37.5 hours a week
Permanent position

Region

National Capital Region, in the unceded and unsurrendered Algonquin territories

Location

Downtown Ottawa

Application Deadline

Until the position is filled.

Applications will be considered starting Oct 14.

Tentative Start Date

Nov 2, 2020



Communications Coordinator

(37.5 hours/week)

MAX Ottawa is a community-based organization that focuses on maximizing the health and wellness of gay, bisexual, Two-Spirit, queer, and other guys who are into guys, both cis and trans (GBT2Q), in the Ottawa region. MAX is on the ground, reaching out to guys into guys where they meet and socialize, raising awareness, providing prevention and education materials, and getting them connected to information and resources. We offer individual, group, and community support and education services by and for guys into guys, and we work with the health-care providers that serve our communities.

We are looking for a dynamic and self-motivated Communications Coordinator to coordinate and implement the communication strategies 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

- Develop and lead the continuous implementation of our online and offline communications and outreach strategy based on our three communication pillars:
 - a. promotion
 - b. awareness and education,
 - c. and success stories.
- Support program coordinators with the development of communication plans aimed at increasing access and uptake of MAX services.
- Coordinate the ongoing updates and improvements of our website.
- Coordinate the advertising and promotion of MAX on appropriate platforms.
- Respond to service users’ requests directly via info email, phone, apps, office cellphone, and other forms of contact.
- Coordinate the ongoing diffusion of promotional content on the organization’s social media platform.
- Coordinate Blog Content development and diffusion.
- Draft press releases and other written products on behalf of the organization.

- Develop and/or maintain relationships with media outlets.
- Maintain accuracy and promotion of “The List”, an ongoing social calendar of local queer events.
- Respond and redirect external requests coming from the media and partners to appropriate staff.
- Lead the development of the strategic planning report and the annual activities’ report.
- Maintain strategic partnerships with community groups or organizations.
- Coordinate the implementation of the Behind the Scene program.
- Coordinate and manage ongoing work done with contractors (i.e. web development, graphic design, etc).
- Supervise volunteers that support the communication needs of the organization.
- Other duties as assigned.

Qualifications

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

- Bachelor's 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 understanding of strategic communication strategy.
- Strong written communication skills (i.e.: press-releases, reports.)
- Experience in supervising volunteers.
- Experience in work-planning, project management, and reporting.

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

- Bilingual (French + English) is considered a strong asset.
- Experience in a community-based organization is an asset.
- Experience working with programs for GBT2Q men.
- Ability to make and drive a work-plan.
- Ability to establish and maintain partnerships.
- Ability to work in both official languages.

Personal Suitability

- Persuasive and socially adept.
- High levels of initiative and creativity.
- Very high level of oral and written communication.
- Technology savvy (Microsoft Office, Google Suite, Wordpress, Adobe Suite, etc.)
- Dynamic and self motivated.
- Flexible and able to adapt to changing priorities.
- Knowledge and commitment to anti-oppression values.

Physical and Cognitive Demands

- Moderate to extended periods of time spent in meeting type settings.
- Extended visual requirements (5 plus hours) due to computer related work.
- Extended periods of time spent in sitting position.

- Moderate requirement for multi-tasking.
- High degree of concentration required.
- Highly attentive to details.
- Occasional travel.
- Comfortable working virtually, and in open office space environments.

Psychological Demands

- Continuously deadline driven requirements.
- Moderate level exposure to stress resulting from complex interactions. distressed clients, stakeholder relations, and output requirements.
- Capacity to effectively organize and prioritize own work.
- Moderate to high degree of emotional self-awareness and skill required to develop and maintain good relationships, communicate clearly, work well in a team, and manage conflict.
- Responsive to possible rapid changes in priorities.

Position Conditions

- This is a full-time position at 37.5 hours a week. Benefits package available upon satisfactory completion of probation period.

How to Apply

Interested parties may submit their cover letter and résumé to **matt@maxottawa.ca**. We will receive applications until the position is filled.

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.***