

CAPITAL HERITAGE
CONNEXION
PATRIMOINE CAPITALE

POSITION: Communications Coordinator

DEADLINE TO APPLY: October 19, 2020

START DATE: November 9, 2020

Capital Heritage Connexion Patrimoine de la Capitale (CHC|CPC) is an umbrella organization serving organizations, businesses, and individuals who are interested in the history and heritage of the greater Capital area. We play a leading role in supporting, developing, and sustaining the heritage sector and ensuring local residents have access to and engagement with our region's history and heritage.

To achieve its objectives, CHC|CPC works closely with museums, archives, historical and genealogical societies, cultural communities, heritage buildings, built and natural sites, spaces and features, as well as a range of heritage scholars, supporters and advocates. We act as an important liaison with all three levels of government and other cultural and economic umbrella groups.

We are seeking a highly motivated and fluently bilingual professional to join our team as a Communications Coordinator.

The ideal candidate is creative, energetic and has a passion for and an understanding of the Capital's heritage and broader culture scene. They will possess graphic design skills as well as an interest in writing, and can work independently with limited supervision.

Reporting to the Program Manager, the Communications Coordinator will support the CHC by promoting its Members' and its own events, programs, and initiatives.

ESSENTIAL RESPONSIBILITIES:

- Take the lead on the CHC's main communications;
- Create content and manage email campaigns from start to finish (Constant Contact/MailChimp);
- Develop and update content on the CHC's website (WordPress);
- Create and manage social media content that articulates and promotes the value of our services and programs, and our members' events and offerings;
- Assist with content management for the Ottawagraphy | ottawagraphie microsite;
- Attend select Member events and programs, and complete live social media reports;
- Support and assist with the CHC's heritage events, including planning, set up and tear down (e.g., Heritage Day, workshops, conferences, AGM, Heritage Holiday Social);
- Work in partnership with our external partners and contractors to develop and implement creative marketing campaigns and deliver promotional materials;
- Actively stay up-to-date on local English and French heritage news;
- Identify innovative ways to enhance communications with our Members;
- Analyze and prepare high level reports on marketing and communications initiatives with recommendations; and
- Fulfill other duties as may be assigned by the Program Manager or Executive Director.

SKILLS, KNOWLEDGE AND EXPERIENCE:

- Fluently bilingual in French and English;
- Post-secondary education or equivalent experience in communications, marketing, culture administration, design or a related field with relevant working experience;
- Ability to communicate effectively and confidently in person and in writing;
- Proficiency in Microsoft Office, Adobe Creative Suite and website management tools (HTML/WordPress);
- Experience in managing and developing content on various social media platforms (Facebook, Twitter, Instagram, YouTube, HootSuite, etc.);
- Proven ability to work simultaneously on several project timelines;
- Ability to prioritize and to work independently and in a team setting;
- Must be able to meet deadlines and perform under pressure;
- Highly creative, with a passion for the Capital's and Canadian heritage; and
- Experience (volunteer or work) in a not-for-profit organization an asset.

TERMS:

This is a contract position (37.5 hours per week) with remuneration of \$16.90/hour plus 6% vacation pay. The candidate will also benefit from an additional two weeks of paid vacation during our annual holiday office closure. The duration of the contract will be from November 9, 2020 to August 9, 2021. The CHC offers a flexible work environment and opportunities for professional development.

The position is funded through Young Canada Works in Building Careers in Heritage. Your cover letter should stipulate that you meet the following criteria:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- are not receiving Employment Insurance (EI) benefits while employed with the program; and
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

Capital Heritage Connexion Heritage Capital's team is aware of the issues related to the marginalization of minority groups in the workplace. We also recognize the importance of the diversity of social realities and the openness of viewpoints. We therefore encourage anyone who identifies as belonging to a minority group to apply to the position. Disclosing information about this is your free will: you can mention it or not in your application, according to your personal judgment.

Deadline for application submission: October 19, 2020

Please apply with cover letter and resumé to Natalie Hart, Program Manager: program@capitalheritage.ca

The Capital Heritage Connexion | Connexion patrimoine de la Capitale is an equal opportunity employer, and thanks all applicants for their interest. Only those selected for an interview will be contacted.