EXTERNAL JOB POSTING
DECEMBER 20, 2019

KAIROS IS A MOVEMENT OF PEOPLE OF FAITH AND CONSCIENCE - INDIGENOUS, SETTLER AND NEWCOMER - WHO SHARE A COMMITMENT TO ECOLOGICAL JUSTICE AND HUMAN RIGHTS IN CANADA AND BEYOND. THROUGH KAIROS, TEN CANADIAN CHURCHES AND RELIGIOUS ORGANIZATIONS WORK TOGETHER IN FAITHFUL ACTION.

POSITION TITLE: KAIROS Blanket Exercise Communications and Partnerships Coordinator

REPORTS TO: Program Manager

OFFICE LOCATION: Ottawa or Toronto

CLASSIFICATION: Full time, unionized, permanent position
Starting salary of $56,454 with the potential to advance to $67,889 in a three-year period

START DATE: February 1, 2020

Purpose of This Position

In the context of KAIROS' vision and mission, the KAIROS Blanket Exercise (KBE) Communications and Partnerships Coordinator will coordinate a KBE Communications strategy while helping to advance KBE Partnerships. Reporting to the Program Manager and working with the KBE team, and particularly the KBE Outreach Coordinator, the Communications and Partnerships Coordinator will contribute to the overall development of a sustainable and effective KBE program, ensuring the KBE contributes to reconciliation in Canada.

RESPONSIBILITIES

Communications Development and Coordination

- Within the KBE team, contribute to the overall development of a sustainable and effective KBE program, and the creation and maintenance of required systems and processes.
- Design, develop and implement an integrated communications strategy to support the KBE.
- Design and create public relations materials, tools such as e-newsletters, information packages, etc.
- Maintain and update the KBE dedicated website in collaboration with the KBE Outreach Coordinator and the Digital Communications Coordinator.
- Advise and propose solutions for issues of challenge and opportunity within the KBE program, including complex requests.
- Contribute to the development of solidarity, action, and follow up opportunities for participants in the KBE program, or link participants to KAIROS opportunities.
- In collaboration with the Media Relations Coordinator, contribute to KBE media relations and act as an ambassador for the KBE program.

Partnerships

- Develop and maintain a KBE Partnerships management system, in collaboration with the KBE Managers.
- Function as the primary liaison for new leads and current KBE Partners.
- Design and create communication packages for KBE Partners.
- Assist in the negotiation of Partnership Agreements with new leads and potential Partners.

Evaluation and Monitoring

- Ensure ongoing records are kept regarding different aspects of the KBE program.
- Contribute to the evaluation of the ongoing KBE program and make recommendations for program development.

Other duties

- Contribute to outreach and fundraising initiatives of KAIROS.
- Other duties assigned by the Managers.

REQUIREMENTS

- Commitment to the mission and values of KAIROS, and the KAIROS Blanket Exercise.
- University degree in communications, business administration, Indigenous studies or other relevant degree.
- Ability to work collaboratively and respectfully with First Nations, Inuit and Métis peoples.
- Ability to work effectively with government bodies, educational institutions, NGO's, not-for-profits, community groups and other organizations interested in partnering with KAIROS around the KAIROS Blanket Exercise.
- Demonstrated experience in identifying prospective partners and negotiating partnership agreements.
- Demonstrated excellence and at least three years' experience developing and implementing integrated communication strategies.
- Demonstrated experience in writing for the web and for print resources.
- Excellent skills in Microsoft Office, and experience working effectively with a Wordpress-based website and a CMS environment.
- Demonstrated excellence in project management.
- Some weekend and evening work, and ability to travel in Canada for up to 4 weeks per year.
- Ability to work in a collegial team, supervised by a Manager.
- Familiarity and comfort in working with churches and in a Christian context.
- Knowledge of an Indigenous language and/or French a key asset.

Application deadline: Friday, January 17, 2020 @ 4:00 pm EST

Please provide a résumé and a cover letter in which you briefly summarize your suitability for this position.

We encourage Indigenous people, visible minorities, and people with disabilities to identify this information in their application as we are actively attempting to address employment barriers for these groups.

Applications should be emailed to Ed. Bianchi: ebianchi@kairoscanada.org.

Please include the full position title in the subject line of your email.

Thank you to all applicants for your interest in this position. Please note that only candidates selected for an interview will be contacted.

December 2019