

Santropol Roulant is hiring!

Communications Coordinator

14-month maternity leave replacement

About Santropol Roulant

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

The Roulant's staff is young and dynamic with job descriptions and responsibilities that sometimes exceed their experience. As such, opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture supports staff members in developing the skills required to ensure that our collective impact matches organizational and personal aspirations.

About the Position

Working with staff members across the organisation, the Communications Coordinator will maintain and develop a variety of communication strategies to creatively tell our stories to a diversity of audiences through print, online and other media. The successful candidate will have an opportunity to engage with all of the facets of our work in order to engage and inspire our community, amplify our voice and increase the impact of our work across all of our program areas.

Key Responsibilities

Communication Tools

- Create our bi-weekly electronic newsletter (distribution: 5,000 recipients) and annual report
- Manage Santropol Roulant's online communication platforms and steward online communities
- With the support of the fundraising team, take a leadership role in creating materials for individual donor appeals, online campaigns and other documents related to fundraising
- In collaboration with other staff members, coordinate the development, design, and distribution of print communication and on site communication (at all of Santropol Roulant's work sites: the farm, McGill gardens, inside and outside 111 Roy Est)

Coherence in Communications

- Create written and visual content for online and print communications
- Review communications content created by other staff members to ensure its alignment with our overall communication style
- Receive media requests and provide support to colleagues and volunteers to enable them to engage confidently in media and public representation

Communications Strategies

- In collaboration with the Executive Director, develop and implement long-term communications strategies for the whole organisation
- Evaluate the effectiveness of our strategies by setting and working towards engagement goals, and measure our progress by analysing data from our website and newsletter
- Work in collaboration with colleagues to develop and carry out program-specific communications strategies
- Create opportunities for volunteers to engage with communications projects

As a member of Santropol Roulant's staff team, participate in collective responsibilities such as staff meetings, MoW team meetings, hiring committees, event planning committees, and other collaborative projects.

We are looking for candidates with the following skills, interests and experiences:

- Passionate about the mission, values and approach of Santropol Roulant
- Excellent verbal and written communication skills in English and French
- Experience stewarding online communities, managing pages and troubleshooting with platforms such as Facebook and Wordpress
- Experience creating written content, persuasive writing skills an asset

- Experience developing a communications plan
- Can take initiative and work independently
- Can balance long term and short term priorities while working in a vibrant community space where shared responsibilities for greeting community members may frequently interrupt our work.

Assets:

- Comfort with Adobe suite, InDesign and/or other graphic design software
- Creative flair and/or graphic design skills
- Photo and/or video editing experience
- Experience with online fundraising campaigns
- Basic HTML editing experience
- French to English or English to French translation and/or editing experience
- Familiarity with data analysis tools such as Google Analytics
- Driver's license and willingness to drive in Montreal

Contract Details :

This is a full-time (40 hours / week) maternity leave replacement contract of 14 months with a forecasted start date of July 4th, 2016 and ending in September 2017. The schedule is Monday-to-Friday 6 months per year, and Tuesday-to-Saturday 6 months per year. This is a salaried position at \$15.33 per hour, in accordance with Santropol Roulant's Salary Policy which also includes health and professional development benefits and annual salary augmentations.

As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community. People of colour, those recently arrived from other countries, people with disabilities, women, two-spirited and queer people, trans people, and other candidates who experience marginalization are strongly encouraged to apply and to self-identify in their cover letter.

Our primary office space is step-free and has an accessible washroom, but our second floor and basement are not wheelchair accessible. **This position in particular may be well suited for people with limited mobility** depending on their circumstances. Please contact Stephanie (514-284-9335, stephanie(at)santropolroulant.org) if you have any questions about the accessibility of our work area.

To apply, please drop off or email your CV and cover letter addressed to the Communications Coordinator Hiring Committee at 111 Roy East or rh(at)santropolroulant.org by **Monday May 23rd at 9am**. Only candidates who are chosen for an interview will be contacted. You can reach us at 514-284-9335 with any questions or clarifications.