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<b>Job Posting #</b>	1010
<b>Title:</b>	Project & Communication Coordinator
<b>Classification:</b>	Professional
<b>Employment Duration:</b>	Contract/Secondment, Full-Time
<b>Salary Range:</b>	\$53,492- \$66,825
<b>Location:</b>	Toronto, ON

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The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

Reporting to the Manager, One Vision One Voice (OVOV), the Project & Communications Coordinator will be responsible for supporting the Practice Transformation team in the project coordination and administrative support of the program. The Project & Communications Coordinator will track deliverables, timelines, and expenditures against budget, and coordinates and supports logistics for meetings and/or conferences/field consultations and other events in relation to the team's projects/initiatives. This role will also work closely with the OACAS Communication Department to communicate the activities of the Practice Transformation department and play a key role in communicating the various programs initiatives within the Child Welfare sector and the public at large through various social media channels such as Twitter, LinkedIn, and other social media platforms.

In order to address the unique needs and concerns of Black children, youth and families, individuals who self-identify as African, Black or Caribbean persons (e.g., African and African descended people from the Caribbean, North America, Europe, Latin America) are encouraged to apply for this role.

### **Duties and Responsibilities**

#### Coordination and Administrative Support

- Provides administrative support including but not limited to scheduling, coordinating, data management, research and preparing for meetings such as agenda, prepare minutes, and distribution of materials; prepare a variety of documents such as presentations, letters, spreadsheets; and maintaining electronic and paper-based filing systems and basic databases.
- Assists in the development and maintenance of project work plans and supports tracking of project deliverables ensuring timelines are adhered to.
- Coordinates processes for contract procurement and service agreement submissions including soliciting of materials for project proposals.
- Support the planning, organizing and facilitating of events within the Equity portfolio, with the collaboration with other colleagues and/or planning committee from within the sector.
- Supports the planning and execution of provincial racialized and equity seeking All Staff meetings in the Child Welfare sector.
- Support the teams with translation processes to ensure timely translation of materials

#### Development of Equity Initiatives Support

- Supports the Department of Practice Transformation to reduce the disparities in outcomes through coordination of project activities.
- Support the teams in ensuring that services are provided through the perspective of an anti-oppressive and anti-racist lens.
- Provides recommendations to the Practice Transformation teams in the planning, implementation, delivery and monitoring of equity related initiatives.

#### Communications

Supports the teams on a broad range of public relations and communication activities including research, write, edit, proofread, basic design/ layout and distribution of the following:

- Briefing Notes/Issue notes
- Key Message packages
- News releases and media kits
- Member newsletters
- Website and social media posts
- Campaign and advocacy materials
- Info sheets
- Speaking notes and presentation slide decks
- Event promotional materials
- Educational materials
- Work alongside the communications department to ensure that branding, marketing strategy, and image of OACAS is consistent and aligned.
- Provide ongoing monitoring and reporting on Equity initiatives, successes and areas for improvement.
- Create and implement a communications plan for the OVOV Program, including print press, digital marketing, and social media content.
- Coordinate and work closely with graphic designers and Communications/ GSR department to support the development of communications materials
- Assist in implementing marketing materials through multiple methods, such as advertising content, direct mail, social media, brochures, and custom projects working within the OACAS's brand and templates.
- Supports the regular maintenance of OACAS OVOV webpage and ensures that information is up to date in both English and French
- Monitors the OACAS social media platforms and support the on-going development of social media strategy and implementation
- Perform website and social media analytical reviews to develop and implement changes to optimize website and social media visibility, and drive campaign success
- Performs routine web-based and library research in support of special projects, including best practices, child welfare standards in diversity, equity, inclusion, anti-racism and anti-oppression.

#### Other Duties:

- Build and nurture effective working relationships with member agencies, colleagues, partners and stakeholders.
- Supports implementation of the OVOV Frameworks in Child Welfare agencies across the province by conducting outreach to agencies through direct contact and use of sector communications and webinars.
- Provides back up for other department administrative assistants during absences or times of high workload.
- Perform other duties as assigned.

## Qualifications

### Education & Experience:

Post-secondary education in a relevant discipline;

Minimum of 2 years of communication and marketing experience;

Minimum of 2 years of project coordination and/or administrative support capacity; OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### Knowledge and Skills:

**Strong knowledge:** of communications theories, practices and techniques related to the not-for-profit sector. Deep understanding of anti-Black racism, anti-racism and equity, diversity, and inclusion frameworks

**Strong Communicator:** demonstrated experience and effectiveness in both oral and written communication, including facilitation to groups, presentations, oral communication and listening skills to conduct consultations, focus groups and webinars. Excellent written communication skills to write clear, concise documents such as reports, consultation papers, briefing notes, and responses to information requests.

**Authentic Engager:** respectful and authentic communicator which has led to long-term mutually beneficial relationships. Experience with multi-stakeholder communications and ability to maintain relationships.

**Strategic Thinker:** you have a demonstrated ability to deliver advice and strategies that align with corporate and project strategies and the capability to provide advice to the executive team. You bring enterprise perspective and experience ensuring practices, divisional strategies and tactics align with organizational culture, plans and priorities and maintain a holistic and informed perspective.

**Creative Mindset:** to develop messaging and tactics to facilitate sector transformation activities using a membership intranet platform. Identifies quality improvement processes, methods, systems and analysis, using a best practices approach and evidence-informed decision making. Strong analytical and issues management skills to analyze issues, identify options, recommend positions and draft clear, concise plans

**Collaborative Influencer:** strong interpersonal, teamwork, listening, oral communications, and collaboration skills to create close working relationships with teammates, colleagues in other departments, member agencies and media. Demonstrate strong negotiation skills.

**A Self-Starter:** take initiative to creatively identify and execute communication opportunities, respond quickly to issues in a fast-paced environment, and respond quickly and professionally under pressure and in crisis situations.

**Computer Literacy:** proficiency in full suite of Microsoft Office products. Proficiency in commonly used social media, communications and marketing-related software.

### Assets:

- Bilingual English/French
- Knowledge of the Child Welfare Sector

**APPLY ONLINE at:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5504a194-52e8-4f07-ae3b-2acc61f702f0&cclId=19000101\\_000001&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5504a194-52e8-4f07-ae3b-2acc61f702f0&cclId=19000101_000001&lang=en_CA)

**By June 8, 2022.**

*We thank all candidates for their interest; however only those considered for an interview will be contacted.*

*OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.*

*Accommodation at OACAS*

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.*