



### Job Profile

Job Title:	Communications Coordinator
Application Deadline:	April 15 <sup>th</sup> , 2022
Location:	Remote
Salary range:	TBD

**To Apply :** Please email your CV and cover letter to [aayushi@genderatwork.org](mailto:aayushi@genderatwork.org)

### Job Summary/Purpose:

The Communications Coordinator provides general communications support to Gender @ Work (G@W) internal and external communications functions including upkeep and maintenance of the website and social media platforms, harvesting stories of change from G@W's project teams, and coordinating various other communications functions as required.

### Areas of Responsibility:

Internal and External Communications (70%)

Internal Communications

- Supports the Communications Manager, associates and staff with content development for the website and other communications resources
- In collaboration with the Communications Manager, provides support to internal communications platforms, assists with the logistics and administration of staff self-learning webinars and communications including Zoom meeting tech support, and coordinates communications related tasks among colleagues

External Communications

- Provides support as needed to the Communications Manager in implementing Gender at Works' annual communication strategy
- Develops digital communications tools to support G@W's external outreach and fundraising efforts
- Endeavours to grow G@W's online social networks by increasing user base and interactions
- Identifies various G@W stakeholders and broadcasts G@W updates as appropriate
- Creates regular content for social media and publishes content on various G@W social media platforms: Facebook, Twitter, LinkedIn and Instagram accounts

- Reviews data on the performance of social media platforms and in consultation with the Communications Manager, adjusts plans or strategies to optimize reach
- In partnership with the Communications Manager, prepares and disseminates quarterly newsletters
- Provides weekly website maintenance and upkeep; updates content as required; assists the Communications Manager and project teams with the design of new web pages; and provides ad-hoc website support and maintenance as required
- Develops outreach programs and campaigns and undertakes associated communication responsibilities for each

#### Project based learning and communications (30%)

- Coordinates with the project teams and Communications Manager to harvest and curate stories of change from G@W's projects to showcase on G@W website and other platforms
- Coordinates internal learning sessions across various projects with the intention of harvesting and sharing learnings
- Undertakes other communications and administrative duties as assigned by the Communications Manager

#### **Required Knowledge, Skills and Abilities:**

- Commitment to women's rights, feminism and social justice -promoting and practising a culture of openness, transparency and mutual accountability among partners
- Demonstrated success in building positive relationships, valuing different viewpoints and communication styles in a politically and culturally diverse environment
- Exposure to various communications platforms and web maintenance
- Ability to manage professional relationships with attention to detail on deliverables and adhering to internal and external approval processes
- Strong project management, analytical and budget management skills
- Experience with multi-actor collaborations preferred
- Ability to be flexible and adaptive, able to respond quickly to changing circumstances
- Ability to work independently with little supervision
- Strong organizational skills; attention to detail when completing tasks
- Strong oral and written English; knowledge of other French or Arabic is an asset
- Demonstrated professionalism, integrity, and tact
- Knowledge of WordPress, video editing and design tools, Zoom Webinar
- Commitment to the work and values of G@W, in particular ending all forms of discrimination and advancing cultures of equality, particularly gender equality

#### **Education and Experience:**

Undergraduate degree in social or political sciences, gender studies, human rights, research in social science, development communications or related fields. Equivalent experience will be



considered. Minimum of two to three years' communications experience in a not-for-profit organization working in or with feminist social movements.

**Work Environment and Gender at Work Values:**

G@W is an international feminist network of individuals and organizations, located at the intersection of theory and practice, which works to end all forms of discrimination and advance cultures of equality, particularly gender equality. We mobilize top-notch thinkers, analysts, practitioners and activists to build cutting-edge knowledge and change interventions and unleash individual and collective capacities for gender justice that are unique, grounded and politically conscious. We work to build a field of thinking and practice by taking these innovations to an ever-widening community of individuals, organizations, movements and teaching institutions committed to building cultures of equality.

G@W values its passionate and skilled team of staff and associates around the world and supports our team in realizing our shared vision for a future that is more just and more inclusive. At G@W, we trust our talented team and are pleased to offer an extremely flexible and virtual work environment. We adhere to feminist values. We believe in sharing power, collaborating, self-care and inclusion of all team members. Together we will continue to build a caring, impactful and productive work environment. We know that achieving all of these values in the workplace requires vigilance, and is an ongoing project.