

## Policy & Communications Coordinator

Position type: 3-month contract, with the possibility of renewal. Full-time availability preferred, part-time applicants will be considered

Location: Anywhere in Canada (Remote)

Years of experience: 1-2 years

Salary Range: \$22.00-\$24.00/hour

### POSITION SUMMARY

You are a strategic and creative thinker who wants to galvanise our political institutions into creating social change for women, girls and gender-diverse people. You are passionate about using digital media and design as a vehicle for advocacy.

You follow politics the way others follow sports, and love engaging with politicians, young leaders and other changemakers online and offline to support affordable housing & childcare spots, to end gender-based violence and to ensure newcomers and indigenous women succeed in Canadian society.

This position reports to the Director of Public Policy, Advocacy & Strategic Communications and works collaboratively with other staff on the team. The Policy & Communications Coordinator is responsible for supporting the National Office in carrying out policy, advocacy and strategic communications priorities and projects.

### KEY RESPONSIBILITIES

#### Administrative & Coordination Support (15%)

- Assist in conference calls, meetings, and events. Record and distribute meeting minutes.
- Track invoices, process payments, request quotes, and liaise with external vendors as needed.
- Other administrative and coordination tasks as needed.

#### Digital Communications, Graphic Design & Media Relations (45%)

- Performs regular website maintenance –update and format content, create new pages, monitor for bugs/performance issues.
- Designs and develops digital communication materials and social media assets.
- Provides communications support for media engagement (press releases, media pitches, etc.).
- Tracks and evaluates Google analytics and social media tracking and reporting.

#### Government Relations & Policy Development (40%)

- Assists with the planning and implementation of training webinars to build advocacy capacity for YWCA members.
- Supports the planning of government relations and advocacy activities (lobby days, press conference, stakeholder meetings, campaigns).

- Conducts environmental scans, monitoring and jurisdictional reviews to identify and compile relevant information on key policy areas (childcare; affordable housing strategies; economic inclusion & labour market access for women; and eradicating gender-based violence).
- Supports the development and dissemination of YWCA research initiatives.
- Supports the drafting and dissemination of YWCA Canada submissions and presentations.
- Other tasks as needed.

### **EDUCATION, EXPERIENCE, SKILLS, AND CHARACTERISTICS**

- Bachelor's degree, or certificate in relevant discipline (Public Policy, Communications, Gender Equity, etc)
- 1-2 years of experience in policy, communications, and/or government relations. Not for profit environment preferred.
- Demonstrated skill in use of CMS platforms (WordPress) and some knowledge of HTML programming. CSS experience is an asset.
- Demonstrated skill in tracking and reporting web and social media metrics (Google Analytics, Hoot Suite, etc.)
- Demonstrated skill with Canva, In-Design / Adobe Suite, and/ or graphic design platforms
- Demonstrated skill in using email marketing and online fundraising/advocacy tools (Constant Contact, MailChimp, Donor's Perfect, etc).
- Strong analytical, and decision-making skills.
- Excellent written and verbal communication skills.
- YWCA Canada is a national organization. As such, the ability to work in both English and French (written and oral) will be considered an asset, as will demonstrated graphic design skills.

The successful candidate will be committed to working from an anti-oppression, feminist perspective. We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nation, Métis and Inuit, immigrant, refugee, BIPOC, and people living with disabilities to apply. Please submit your resume and cover letter quoting posting YWCA – Policy & Communications Coordinator to [careers@ywcacanada.ca](mailto:careers@ywcacanada.ca) by **Friday September 23, 2022**. We thank all candidates for applying, only those applicant's moving forward in the recruitment process will be contacted.