



## **Communications and Outreach Officer**

### **Canadian Network on Corporate Accountability**

<b>Position:</b>	Communications and Outreach Officer
<b>Location:</b>	Ottawa
<b>Application deadline:</b>	September 12, 2017
<b>Starting Date:</b>	October 2017
<b>Term and hours:</b>	4 days a week, 1 year contract with the possibility of extension
<b>Contract Fee:</b>	Up to \$52,800 annually

### **About the Canadian Network on Corporate Accountability**

The Canadian Network on Corporate Accountability (CNCA) unites over 30 environmental, international development, faith-based, labour and social justice organizations around the shared objective of improving the accountability of Canadian corporations. Formed in 2005, the CNCA represents the concerns of millions of Canadians and is connected with communities, workers, Indigenous peoples, environmental and human rights defenders from around the world.

With the core mission to ensure that Canadian mining, oil and gas companies respect human rights and the environment when working abroad, the CNCA advocates for policy and law reform, monitors government policy, and provides advice to ensure that both government and businesses uphold Canada's international human rights and environmental commitments.

### **Position Summary:**

The Communications and Outreach Officer is responsible for developing and implementing the CNCA's overall communications and engagement strategy. The position will report directly to the CNCA's coordinator and will work closely with the Steering Committee and membership. She or he will be a self-starter and able to work efficiently and effectively with minimal supervision, while ensuring the coherence of CNCA's communications and engagement strategy with the network's mandate and priorities.

Currently the work of the CNCA is focused on those who have been harmed by Canadian companies overseas, with a focus on the creation of a Human Rights Ombudsperson for Canada's international extractive sector. The Communications and



Outreach Officer will be responsible for identifying, informing and educating elected officials on the elements of this campaign, as well as developing and implementing a broader communications and engagement strategy directed to both the general public and CNCA members.

**Duties and responsibilities:**

- Support the CNCA in the development of an overall communications and outreach strategy and ensure its coherence with CNCA's policy objectives;
- Draft clear, concise and compelling public education and promotional materials, newsletters, blog posts and other program materials for various audiences, including a monthly communication to network members;
- Increase the CNCA's social and traditional media presence, while maintaining active and up-to-date communications, including through the website;
- Develop and implement opportunities for the CNCA to engage in policy discussions with Canadian ministries, agencies, parliamentarians, and institutions;
- Monitor Canadian government debates, policies and programs related to corporate accountability and keep the CNCA membership informed of issues, events and other important areas necessary for the network's policy objectives;
- Identify influencers on the CNCA's priority issues and develop and implement national, regional and campaign-based political outreach strategies;
- Coordinate the organization's media monitoring on issues relevant to the CNCA's priorities and mandate;
- Provide overall communications support to the network, as necessary;
- Conduct outreach with identified stakeholders and express clearly and professionally the policy goals of the CNCA;
- Research, draft, and/or edit public policy analysis, briefs, and case studies;
- ***Assignment of responsibilities will be determined based on the profile of the successful applicant.***

**Knowledge and skills:**

- University or college degree or equivalent in a relevant field;
- Minimum 3 years relevant work experience;
- Excellent English verbal and written communications skills. Similar capacity in French is highly desirable;
- Confidence to deal with a wide range of people with varying levels of knowledge of the issues;
- Demonstrated organizational skills, campaigning experience and experience in public education and engagement;
- Strong interpersonal skills, the ability to work effectively as part of a network, and the ability to exercise tact, discretion and judgement;



- Demonstrated ability to drive communications, outreach and political engagement strategies using web-based and social media channels in a progressive political context;
- Expert knowledge and proficiency with social media tools and ability to use analytics to develop a strategy, and produce engaging web-specific and social media specific written and visual content;
- Experience engaging the public, media, and civil society organizations on key social justice issues;
- Research experience and expertise in public policy analysis;
- Ability to handle multiple tasks and work under pressure;
- Capacity to work in a self-directed manner, collaborate in a team, and to provide agile leadership, as required;
- Broad knowledge of political, economic and social policy and international policy processes, including experience in public interest advocacy and corporate accountability;
- Familiarity with Canadian civil society (NGOs, community groups, networks) and strategies for building policy capacity and collaboration, including knowledge of international networks;
- Demonstrated commitment to social and environmental justice;
- Fluency in both official languages (English/French) is an asset.

**Reporting:** The Communications and Outreach Officer will report to the CNCA Coordinator.

**Term:** 1 year beginning October 2017 at 4 days per week, with a possibility of extension.

**Contract Fee:** The annual fee payable for the contract for service is up to \$52,800.

**Conditions:** The post is based in Ottawa. The successful applicant must be eligible to work in Canada.

**Application process:** Please send a one page cover letter explaining your interest in, and qualifications for, the position, together with a resumé to [cncajob@usw.ca](mailto:cncajob@usw.ca). Please be prepared to submit three references upon request.

The deadline for applications is 12:00 noon (EST) on September 12, 2017.

**Interviews will be held in Ottawa on September 21 and 22. We thank all applicants. Only applicants selected for interviews will be contacted.**

Further information on the Canadian Network on Corporate Accountability can be found at <http://cnca-rcrce.ca>