



## **National Coordinator Canadian Network on Corporate Accountability**

- Position:** Full-time with flexibility to reduce to 80% - or 4 days a week - at selected candidate's option
- Term:** One year contract with possibility of extension based on funding
- Location:** Ottawa (or Montreal/Toronto corridor, from home office)
- Compensation:** The annual salary range for this position is \$61,000 - \$68,000, based on experience. We also offer a generous health benefits package, 4 weeks vacation, plus the week between Christmas Day and New Year's Day.
- Deadline:** Applications accepted until Friday, December 10th at 5:00 p.m. (Eastern time)
- Start date:** February 1, 2022 (negotiable)

### **About the CNCA**

The Canadian Network on Corporate Accountability (CNCA) brings together 38 organisations from across Canada that advocate for Canadian policy and law reform to ensure Canadian corporations respect human rights and the environment throughout their global operations and supply chains. The network currently has a special focus on mining, oil, and gas companies and companies making clothes for the Canadian market.

### **About the Role**

As part of a two-person staff team and working in a collaborative environment under the supervision of the CNCA Steering Committee, the National Coordinator will lead the timely implementation of CNCA's advocacy and policy strategies and plans. In partnership with the members, the Coordinator will develop and implement campaigning, communications and public education activities.

## **Responsibilities**

### *Campaigns and Advocacy*

- Lead in the development of campaign strategies to mobilize CNCA's membership and the public on priority issues
- Identify and develop action opportunities and content for a variety of audiences and methods of engagement
- Monitor and analyse relevant information from the media, members, government, to inform and update campaign plans
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### *Communications*

- Lead the development and implementation of a communications strategy that furthers CNCA's policy objectives
- Draft clear, concise and compelling materials for external and internal use, such as reports to members, public statements, web features, and public education materials
- Proofread, edit and accurately transform texts written by policy experts into clear language for external communications
- Manage CNCA's social media presence to amplify CNCA's work and grow the base of supporters
- Coordinate CNCA's traditional media presence, identifying media opportunities and overseeing media relations

### *Network Coordination*

- Assure the functioning and administration of the network, including organization of regular CNCA member and Steering Committee meetings, preparation of meeting agendas, resource materials and minutes, and managing CNCA list serves
- Support with the overall financial management of the network, including preparing and monitoring the budget, producing financial reports, and coordinating CNCA's annual member fundraising drive
- Ensure that activities carried out by the members as part of CNCA's work are conducted in a timely and effective manner by providing them with appropriate resources, tools, and support

### *Shared Responsibilities (with the CNCA Policy Director)*

- Facilitate the planning and implementation of CNCA's strategic plan, including establishing annual work plans
- Contribute to the development and implementation of CNCA's fundraising strategy
- Represent CNCA with key stakeholders, including the media, coalitions, national and international partners
- Support the development of budgets, policies and procedures to support the overall function of CNCA

## **Qualifications**

- Degree or diploma in journalism, communications, public affairs, law, international affairs or a similar field
- Minimum of 5 years of experience in community organizing and support or advocacy, preferably in the not-for-profit sector

- Demonstrated experience in managing coalitions and engaging with diverse stakeholders
- Knowledge of campaign techniques, strategies and practices
- Demonstrated ability to drive communications and outreach using web-based and social media channels
- Ability to convey complex ideas in plain language to various audiences
- Solid knowledge and understanding of current issues in the areas of corporate accountability, human rights and social and environmental justice
- Excellent written and verbal communication skills in English and French

### **Personal Attributes**

- Capacity to work in a self-directed manner, collaborate in a team, and to provide leadership, as required
- Strong interpersonal skills, tact, judgement and discretion
- Excellent organizational skills and attention to detail

### **Application process**

Please send a one page cover letter explaining your interest in, and qualifications for, the position, together with a résumé to [hiringcommittee@cncarcrce.ca](mailto:hiringcommittee@cncarcrce.ca).

Please be prepared to submit three references and writing samples upon request.

The deadline for applications is **Friday, December 10<sup>th</sup>, 2021 at 5 pm ET**. We expect interviews to be held virtually between January 3<sup>rd</sup> and 7<sup>th</sup>, 2022, with possibility of second interviews shortly thereafter.

The CNCA is committed to employment equity and especially encourages applications from Indigenous people, racialized people, women, persons with disabilities and members of the LGBTQ2SIA+ community.

Please advise if you require accommodation during the application process.

Note: The successful applicant must be eligible to work in Canada.

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

We thank all applicants. Only applicants selected for interviews will be contacted.