Communications and Events Coordinator

SHIFT is seeking a communications and events coordinator to fill a temporary, 5-month position

About the SHIFT Centre

The SHIFT Centre for Social Transformation supports existing and emerging social transformation initiatives that unite the efforts of Concordians and their partners with the goal of creating a more just, inclusive, and broadly prosperous Montreal. As part of our mandate, SHIFT convenes a welcoming, diverse and dynamic community where expertise from many perspectives nourishes our collective learning and action towards social transformation.

About the role

The Communications and Events Coordinator will engage and activate the emerging SHIFT community by clearly communicating the Centre’s purpose and areas of activity through the development of content for a range of media, coordination of events, and by supporting coordination of planning for SHIFT’s physical sites (short and long term). Bringing superior listening and accessible communication skills, the incumbent will play a key role in helping to shape the story of SHIFT’s experimentations and learnings with the broader community.

As a member of the SHIFT staff, the coordinator will provide dedicated communications support to the Centre’s growth by:

- **Leveraging communication tools to activate the community**: Develop accessible and engaging content for newsletters, web content, and social media, including visual communication tools that communicate SHIFT’s values, activities and programming to a wide variety of audiences.
- **Storytelling to communicate impact**: Support SHIFT staff and project leaders to develop effective communications strategies and tools, articulate a “SHIFT voice” and storylines that explain their goals and impact.
- **Convening and mobilizing the SHIFT community**: Together with SHIFT staff, plan and coordinate events that support knowledge exchange, skill sharing and collective learning around themes related to social transformation. The incumbent will also support the coordination of the Steering Committee’s retreat.
- **Supporting the development of plans for SHIFT’s physical sites**: Together with SHIFT leadership, contribute to planning and addressing SHIFT’s short and long term space needs.
Skills and Competencies

- Superior ability to articulate complex content in an accessible and compelling way, through written, oral and visual communication tools.
- Demonstrated experience in web design and content management.
- Demonstrated experience writing and designing compelling content to engage mailing list and social media subscribers.
- Event planning and hosting skills including facilitation design, logistics and promotions.
- Clear and dynamic public speaking.
- Ability to support others in effectively communicating about the purpose and impact of their work.
- Ability to work independently and as part of a dynamic team.
- Bilingual, excellent written and oral communication skills in both French and English.
- Graphic design skills / visual sensibility.
- Subject matter expertise (asset)
  - Experience communicating about socially transformative projects.
  - Understanding of social innovation, social entrepreneurship and social justice communities.
- Previous experience collaborating with communication services, facilities services or other centralized services in an institutional setting (asset).
- Spatial sensibility (asset).

Contract Details

Contract duration: January 15 2020 - May 29, 2020, with possibility for short term extension
Time commitment: 28 hours per week spread over 4 days, on timesheets
Compensation: $28.50 / hour

Application

Please submit a CV and cover letter describing your relevant experience and motivation to shift@concordia.ca by Wednesday, December 18, 2019. Interviews will be held the week of January 6 2019 (interview can be done virtually if required). Applicants who are invited to interview may be asked to provide an example of visual communication or other communications materials they have produced for a past project.

Concordia University is committed to Employment Equity and encourages applications from women, First Nations, Inuit and Métis peoples, visible minorities, ethnic minorities, and people living with disabilities.