

CPJ Position: COMMUNICATIONS COORDINATOR

Full-time Position, located in Ottawa

Overview:

Within the context of CPJ's [core guideline documents](#), the Communications Coordinator is responsible for providing multiple levels of strategic communications. In particular: (a) shaping CPJ's public policy messaging; and (b) building CPJ's public profile and brand.

This position will involve communicating effectively and widely with a range of audiences, including public officials, leaders in society, media, the Canadian public, church communities and CPJ members/donors. It also includes managing CPJ's core communications media, including CPJ.ca, our print magazine *the Catalyst*, occasional reports, briefs, and other policy documents, as well as fundraising and promotions materials.

Responsibilities

1. Policy program communications: shaping key public policy debates.

Working closely with CPJ's policy analysts, the Communications Coordinator will:

- Support strategic policy messaging including: policy briefs, framing content of press releases, commentaries, website, and election bulletins, etc.
- Plan and implement production, dissemination, and strategic timing of policy reports, policy statements, and blogs.
- Monitor all communications to increase the public profile of CPJ; maintain a "media log" of all coverage of CPJ in the press.
- Collaborate with partner organizations to implement media strategies: pitch policy messaging to media and advise policy staff in media relations.

2. Editing *the Catalyst* (magazine) and JusticeE-NEWS (online newsletter): Communicating policy program messages and raising CPJ's public profile.

In the context of CPJ's policy and communications strategies, and with the support of other CPJ staff, outside writers and contractors, the Communications Coordinator will produce *the Catalyst* (CPJ's online and print magazine) three times per year. As well, the Communications Coordinator will produce and distribute the regular electronic newsletter, JusticeE-NEWS. The Coordinator will also join the policy team in planning, copyediting and posting regular articles on various policy issues for prominent display on the CPJ website and/or for external publication.

The CJL Foundation
operating as CPJ

Charitable registration
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Unceded Algonquin Territory

1-800-667-8046
613-232-0275
cpj@cpj.ca
www.cpj.ca

3. Member communications and appeals: support CPJ's donor relations and fundraising capacity.

Working closely with CPJ's development team:

- Write promotional materials and direct their dissemination ie. annual reports, financial appeals, press releases.
- Develop and lead the implementation of CPJ's social media strategy.
- Draft and design reports/fundraising appeals to CPJ members.

Place within CPJ's team

- Responsible to the Executive Director.
- Works closely with the policy program team and development team members.

Qualifications

Framework for the position:

Since this is a core position in CPJ's work community, the successful candidate must:

1. Express commitment to CPJ's faith-based vision for public policy work and agreement with [CPJ's core public justice documents](#).
2. Demonstrate a commitment to applying an interdisciplinary, intersectional, rights-based, anti-oppression framework to our research and advocacy, as well as to our own internal policies.

Job specific qualifications:

1. Demonstrated effective leadership in public justice framing of social policy debates, including climate justice, poverty in Canada, refugee rights, and Indigenous rights.
2. Strong communicator – excellent written, oral, interactive skills; comfort engaging with faith communities. Knowledge of Canadian Press Style.
3. Strong understanding of how public policy develops, how to shape policy debates, and how to scan the policy environment to gauge developments and monitor trends.
4. Proven ability to respond promptly, strategically and consistently to a range of policy issues as they evolve.
5. Strong organizational skills with an ability to plan ahead, define measurable objectives and outcomes, and meet those objectives.
6. Relevant university degree (Communications, Journalism, Public Relations, Media Studies, Political Science, Public Policy or a related discipline) and comparable experience in media relations.
7. Appropriate computer/technology skills including Adobe Suite; proficiency in the use and management of social media; experience with websites hosted by WordPress.
8. Ability/willingness to travel and to work flexible hours occasionally required.
9. Bilingualism (English/French). [ASSET]
10. Demonstrated supervisory ability with volunteers and interns, as required. [ASSET]

Terms:

- Anticipated start date: October 2021.
- Must be qualified to be a registered lobbyist.
- Full-time in Ottawa.
- Annual salary starting in the \$55,000 - \$58,000 range (depending on qualifications and experience); generous benefits package.

- Application letter and curriculum vitae must be received by September 15, 2021, and submitted to the attention of the Executive Director, at jobs@cpj.ca. Applications must include the subject line: "Communications Coordinator Application." Cover letters should describe the candidate's qualifications, skills, and relevant background.

CPJ's team

CPJ's team is a relatively small work community. As part of our commitment to equity and anti-oppression, we endeavour to create space for increased representation and power within our organization for individuals and communities in Canada disproportionately impacted by systemic oppression. We seek new persons that will expand our diversity and who have the flexibility to thrive in a small office. This requires a certain measure of fluidity in job descriptions as circumstances change and as projects develop. We all pitch in to help each other as needed; celebrate special occasions together; and enjoy camaraderie around a common mission.