**JOB DESCRIPTION**

**Position:** Communications Officer  
**Hours:** Full-time (40 hours per week)  
**Contract type:** Full-time permanent  
**Location:** Anywhere in Canada  
**Reports to:** Director, Development and Operations  
**Applications Open:** June 16, 2021  
**Applications Close:** July 7, 2021 (NOTE: Interviews will take place on a rolling basis)  
**Start date:** As soon as possible  
**Application method:** See below  
**Compensation:** See below

All candidates must be able to work legally in Canada at the time of application.

**About G(irls)20**

Launched in 2009 at the Clinton Global Initiative, G(irls)20 places young women at the centre of decision-making processes. Through our signature programs, Global Summit and Girls on Boards, we make strategic investments in young women through education and training, building networks, and access to unparalleled leadership opportunities. Learn more at [www.girls20.org](http://www.girls20.org).

**Working at G(irls)20**

We’re a collaborative team committed to creating opportunities for all young women to get a seat at decision-making tables and have their voices heard, whether it be in business, politics, or social change. We provide high quality programming and work closely with alumnae to constantly improve program design. As an organization, we are working toward making stronger connections to an intersectional and LGBTQ2S+ feminist movement and evolve our programming and staffing in this direction. G(irls)20 has an all-hands-on-deck attitude and there is no task too big or too small that staff may do. We work hard and have fun! This is an exciting time to join a growing organization, with the ability to have your own imprint on the future of the organization.

G(irls)20 is committed to equitable representation and access. Candidates from Black, Indigenous, racialized, LGBTQ2S+, newcomer, and other underserved communities are encouraged to self-identify in your application. To learn more about G(irls)20’s continued learning and commitment to equity, please see our Equity [Action Plan](#).
As a result of COVID-19, G(irls)20 employees are working from home indefinitely. We offer flexible hours and recognize that care work, health and mental health must be respected in order to have an effective team.

**Position Summary:**

G(irls)20 is seeking a Communications Officer responsible for writing, creating and distributing a broad range of organizational communications, both internal and external, to promote the brand, mission and values of G(irls)20. Reporting to the Director of Development and Operations and working closely with the G(irls)20 team, the Officer will ensure that collateral and digital assets are aligned with the organization's strategy and activities. The Officer plays a lead role in the strategic, creative development, and implementation of all communications, marketing, and advertising to increase stakeholder engagement and awareness.

The Officer plays a vital role in holding relationships with the G(irls)20 community members; the successful candidate should be comfortable communicating about a broad diversity of policy topics, including gender equality, equity, economic inclusion, and the rights of girls and women. They should bring experience and/or familiarity with how these issues affect young women around the world.

The successful candidate is also a positive and outgoing individual who is as comfortable working independently as being a collaborative team player. They receive feedback with openness and willingness to adapt, learn and grow. An independent learner, this individual takes initiative to learn new technologies as needed.

**The Communication Officer's main responsibilities include:**

- Managing the organization's social media channels including: crafting and scheduling content, growing audiences, and creating new opportunities for relationship building in online communities;
- Manage email marketing efforts (e.g. digital newsletter);
- Create and oversee online advertising, including social media and Facebook ads;
- Use graphic design skills to create captivating, on-brand visual assets;
- Manage the organization's website by regularly updating content and designing new pages as needed using Squarespace;
- Responsible for digital project implementation from project initiation to implementation while coordinating internal and external support (e.g. annual reports);
- Monitor, analyze and report on metrics and analytics that lead to optimization of programs, improvements to user experience, and support of strategic objectives;
- Support and collaborate with colleagues to ensure digital strategies are integrated with fund development activities such as events, third party initiatives, sponsorship, major gifts, planned giving and stewardship;
- Support fund development by researching and offering new approaches to build
annual fundraising campaigns through digital marketing;
• Lead on the development of online event platforms to host workshops and trainings;
• Host digital engagement opportunities for social media followers;
• Develop pitches and press releases for local media;
• Oversee the work of freelancers such as photographers, designers, videographers;
• Writing and editing blog posts and building relationships with community members to co-create blog posts;
• Occasional workshop facilitation; and
• Additional duties as assigned.

All team members also:
• Participate and play an active role in all G(irls)20 programs’ external events;
• Occasionally participate in G(irls)20 programs’ workshops and other internal events;
• Assist in the preparation of cross-team reports and communications materials;
• Contribute to the organizational strategic planning, annual planning, etc.; and
• Other duties as needed.

Qualifications

• Committed to feminist values with an understanding of how diverse women experience marginalization differently;
• 1-3 years of communications experience in a nonprofit organization;
• Highly independent with a proven ability to lead on projects;
• Excellent written and oral communication skills;
• Solutions-oriented and can troubleshoot day-to-day issues as they arise, whether logistical or interpersonal in nature;
• Strong proficiency in the use of Canva, Buffer, Adobe Suite, Mailchimp, Squarespace, Airtable and a strong willingness and ability to learn new platforms;
• An eye for design;
• Comfort working with Microsoft Office, Slack and other digital tools to maintain clear and organized documentation and data management;
• Comfort with social media and digital technologies;
• Sensitivity working with young women (ages 18-25) from a diversity of communities around the globe;
• Experience coordinating multiple stakeholders and the many moving parts of a project;
• Ability to be flexible and adaptable to changing priorities and tight timelines;
• A team player who is willing and ready to support the team when needed; and
• Once it is safe to do so, flexibility to travel occasionally within Canada and internationally. G(irls)20 will consider barriers such as visa/PR status if necessary.

SALARY AND BENEFITS:

• Salary: $45,000
• Health and Dental Benefits
• Flexible work hours and location
• Internet stipend of $40 CAD/month provided while working from home due to COVID-19
• Mobile stipend of $50/month CAD
• 3 weeks’ paid vacation per calendar year

HOW TO APPLY:

To apply, please fill out this application form by no later than Tuesday, July 7, 2021 11:59pm EDT.

Please note: Applications will be screened on a rolling basis, and shortlisted candidates will be invited to participate in the second round of the recruitment process. As such, applicants are encouraged to submit applications as soon as possible.

If you have any inquiries that are not covered in this job description please email miriam.buttu@girls20.org.

WE APPRECIATE ALL APPLICATIONS BUT ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.