Communications Lead Volunteer Posting

Term: December 2019 - April 2020	**Deadline:** November 20, 2019
Position type: Lead Volunteer	**Interviews:** Late November 2019
Location: Remotely (must reside in Ontario)	**Beginning:** December 2019

Background

The Ontario Council for International Cooperation (OCIC) is an expanding community of Ontario-based international development and global education organizations and individual associate members working globally for social justice.

Working with OCIC's Community Engagement and Learning (CEL) team, OCIC staff and other stakeholders, the Communications Lead Volunteer will support OCIC's media partnership strategies and other communications activities from December 2019 to April 2020.

Lead Volunteer Position Description

Reporting to the Communications Specialist, the Communications Lead Volunteer will gain experience researching and maintaining a database of community and/or mainstream media stakeholders, particularly youth journalists, bloggers, vloggers, artists and other diverse storytellers, to amplify the voice and reach of the Council and our members.

The Lead Volunteer will assist with activities such as:
- developing and maintaining a database of community and mainstream media contacts;
- helping to research traditional and new media partners, including key journalists, bloggers, vloggers, artists and other potential communications partners;
- helping to plan, organize and support media partnership-related activities, such as media partner roundtables and media trainings;
- researching sponsorship and collaboration opportunities with potential media partners;
- participating in meetings related to communications activities;
- ensuring gender equality and anti-oppression themes and results are integrated into media partnerships and relevant activities as outlined in our funding agreements and organizational policies;
- helping to document and report on good practices and lessons learned; and
- providing administrative support, as needed.

Who we are looking for:
Diverse, creative, and passionate individuals who are involved and/or interested in leveraging communications and media relations to raise awareness, inspire action and amplify the international cooperation sector's work towards sustainable development.

The Lead Volunteer should have:
- demonstrated knowledge of and/or interest in international cooperation, global social justice and universal sustainable development;
- experience with media relations and media partnership development;
- excellent interpersonal and communication skills, including compelling writing, formatting skills with attention to detail;
- demonstrated ability to work independently online; and with diverse groups and stakeholders;
- general computer skills, and proficiency in Excel and Google Apps;
- experience with organizing and maintaining databases;
- excellent organizational and time-management skills, including setting priorities, meeting deadlines and tracking information;
- the ability to work online and to commit a minimum of five hours per week, including for occasional meetings.

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To apply:
Applicants are invited to submit your CV; contact information for two professional references; and a cover letter explaining why you want to take on this role, and introducing one blogger, journalist, artist or multimedia storyteller whose work you feel is relevant to global social justice and universal sustainable development.

Please send your complete application to OCIC's Communications Specialist, Elisa Chang, at elisa@ocic.on.ca by **5:00pm EST, November 20, 2019**. Interviews will be held the week of November 25, 2019.

* OCIC members are encouraged to apply, but membership is not a requirement.

As an equity seeking organization, OCIC encourages applications from individuals who represent the full diversity of communities in Canada, including complexities of intersecting identities such as ability, age, class, gender, race and sexual orientation. Please let us know if you have any needs for accommodation throughout the process.