

Canadian Association for Girls in Science

## Communications Coordinator

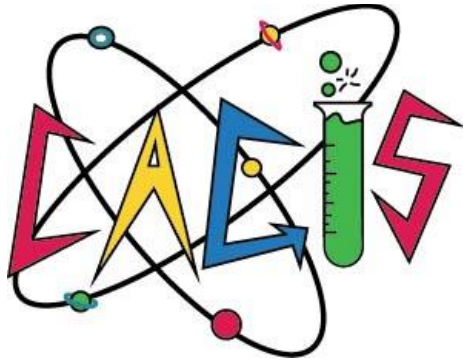
Part-time until September 30, 2021 with possibility of extension, pending performance and funding availability.

**Location:** This is a work-from-home position.

**Organization Description:** The Canadian Association for Girls In Science (CAGIS) is an award-winning club for girls aged 7 to 16 that supports interest in Science, Technology, Trades, Engineering, and Mathematics (STEM). CAGIS chapter members meet monthly to explore STEM with fun, hands-on activities led by women and men who are experts in a variety of STEM fields. These monthly events often occur at the workplaces of our STEM experts, giving girls a behind-the-scenes view and allowing them to experience the lab and field environment for themselves. CAGIS Virtual brings STEM to the homes of participants with live virtual sessions full of fun, hands-on activities led by experts.

**Position Summary:** The Communications Coordinator will work closely with the President and Project Coordinator on a variety of tasks. These include:

- developing a communications plan;
- overseeing and maintaining the organization's social media profiles;
- updating the website with information about upcoming CAGIS Virtual sessions and other relevant information;
- creating images for social media posts and the website (e.g. advertising an upcoming event);
- working with organization staff and volunteers to plan content for upcoming newsletters;
- creating and sending newsletters;
- creating content (e.g. writing newsletter articles, creating STEM based social media posts);
- promoting the organization, its events, and activities publicly;
- writing press releases and reaching out to the media for special events and activities;
- performing other emerging communications duties as identified.



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**Relevant Experiences and Skills:** The successful candidate will have the following:

- Minimum Bachelor's degree;
- Communications and social media management experience;
- Excellent writing competencies and oral communication;
- Proficiency in Microsoft Office and Google Suite;
- Ability to work independently and in a team environment with volunteers, staff, partners, and participants;
- Design skills with Canva or other image creation programs;
- Experience developing and organizing written materials in a cohesive, structured, and logical manner;
- Excellent time management, planning, and follow through.

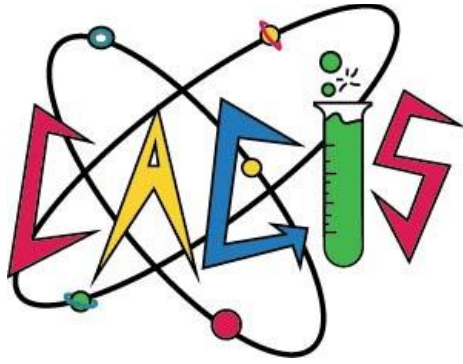
Post-secondary training in a Science, Technology, Trades, Engineering, or Mathematics (STEM) field, and knowledge of diversity and inclusion challenges (particularly those limiting the participation and advancement of girls and women in education and the workplace) could be assets.

This is a part-time position (approx. 20 hours per week) beginning on or around January 1<sup>st</sup>, 2021 and ending September 30, 2021, with possibility of extension pending performance and funding availability. The annual salary is \$30,000-\$35,000 (based on training and experience) with 2% annual increases, renewed annually pending budget approval and performance review.

Please submit electronic applications to [Info@GirlsInScience.ca](mailto:Info@GirlsInScience.ca) with subject heading "Communications Coordinator Application". Please include the following as one pdf document:

- Answers to CAGIS Candidate Information Questions (max 1 page response)
- Cover letter and c.v.
- Examples of social media posts with associated images and one or more written communication you have completed in your work or training.

**Closing Date:** Applications will be reviewed beginning December 22, 2020. The position will remain open until filled. Interviews will be held via videoconference.

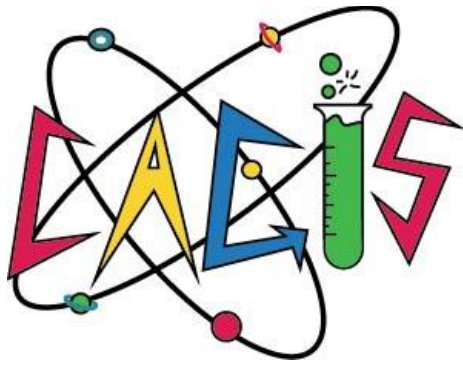


[GirlsInScience.ca](http://GirlsInScience.ca)

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The successful candidate will need to undergo a vulnerable sector check prior to being hired.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. CAGIS is actively committed to diversity and the principles of Employment Equity. Women, Black, Indigenous, and People of Colour, and people with disabilities are especially encouraged to apply and to voluntarily self-identify as a member of a designated group.



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## CAGIS Candidate Information Questions

Please summarize your experiences, skills, and qualifications in the following areas (max 1 page for responses to all questions).

1. Coordinating communication efforts for businesses, not-for-profits, or other groups.
2. Managing social media profiles.
3. Writing competencies, oral communication skills, and proficiency with Microsoft Office and Google Suite.
4. Experience promoting activities and reaching out to the media.
5. Ability to work independently and in a team environment with volunteers, staff, partners, and participants.
6. Self direction, time management, planning, and follow through.
7. Additional skills, experiences, qualifications, or assets you would like to mention.

Also:

Have you ever been convicted of a criminal code offence? Yes No