



Jesuit Refugee Service (JRS) Canada is a charitable organization whose mission is to accompany, serve and advocate for refugees. At JRS Canada, we build bridges, not walls. Come build bridges with us.

We are currently seeking an individual for the position of:

Communications Coordinator (part-time 14h/week)

Position summary:

Working under the authority of the JRS Country Director, the person will be responsible for communications and promotional tools to help raise the organization's profile. The successful candidate must demonstrate interpersonal skills and initiative.

Responsibilities:

- Manage JRS's social networks and website;
- Write the monthly JRS newsletter;
- Produce the monthly JRS Podcast;
- Develop JRS promotional tools;
- Promote JRS events, particularly awareness-raising projects;
- Contribute to the writing of texts about JRS;
- Produce the JRS annual report;
- All other related tasks.

Requirements:

- Bachelor's degree in communications or related field;
- Minimum 2 years' relevant experience;
- Ability to interact with a variety of partners (community groups, governments, religious communities, etc.);
- Experience in using social networks to promote a charitable organization;
- Knowledge of the refugee situation in Canada and abroad;

- Fluency in spoken and written French and English;
- Good knowledge of the Microsoft Office system;
- Autonomy and initiative;
- Good teamwork skills;
- Knowledge of Canvas or Publisher or Adobe suite software;
- Knowledge of audio and video editing;
- Knowledge of online broadcasting tools - Zoom, OBS (an asset);
- Knowledge of WordPress (an asset).

Working conditions:

- One-year (renewable) part-time position (14h/week)
- Salary: \$26.52 - \$28.02 depending on experience and education
- Start date: June 1st, 2024

To apply, send your application by **April 29 at midnight** to the following e-mail address, including a cover letter and resume (CV): **CANjrs@jesuites.org**

Only candidates selected for an interview will be contacted.

To apply, you must be a Canadian citizen, a permanent resident of Canada or have a valid work permit.