

Job Description

1. **NAME:**
2. **POSITION TITLE:** Coordinator, Information, Communications & Media
3. **POSITION CLASSIFICATION:** C
4. **LOCATION:** Flexible
5. **REPORTING RESPONSIBILITIES:**

The reporting responsibilities of this position are as follows:

Reporting to;	
5.1 Direct Reporting Line	Reporting Areas
Communications Manager	All matters
5.2 Functional Reporting Line	Reporting Areas

- Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.
- Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.

Reported by;	
5.3 Direct Reports	Reporting Areas
5.4 Functional Reports	Reporting Areas

- Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.
- Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.

6. OVERVIEW

The Coordinator, Information, Communications & Media is a full-time position that will provide insight, creativity and proficiency to the activities of the Information Communications and Media (ICM) tactic team. The ICM tactic is rooted in the realization that timely information and strategic communications will advance AWID's goals to Co-Create Feminist Realities. This tactic aims to ensure that AWID's communication efforts are effectively thought out, accessible, creative and advance programmatic goals. The ICM team positions its work as an effective contribution to realising the outcomes of the organisation.

7. MAJOR RESPONSIBILITIES

This role is responsible to:

- Contribute to the design and development of communication plans and strategies for key projects, programmatic and institutional needs
- Collaborate with staff across the Initiatives and Tactics to follow up on the production and ensure the dissemination of content across our online platforms in furtherance of strategic communication goals
- Lead regular analysis that measures the impact of our digital communication activities/platforms
- Provide quarterly reports on platforms and activities to inform overall team objectives and goals
- Ensure AWID is well represented in virtual and physical spaces (through effective management of social media channels and live reporting from convenings etc)

Organizational Processes

- Provide support for the monitoring & evaluation of communication strategies
- Participate and contribute to ICM team coordination and planning meetings
- Participate actively in organizational meetings, working groups and committees
- Develop and monitor project work plans via agreed processes including spreadsheet/Asana (with input from Manager) that will document the timeline, requirements and deadlines to follow
- Maintain collaborative relationships with staff across AWID
- Ensure the timely and effective implementation of deliverables linked to project work plans, including all activities, reports and evaluations
- Research and create briefing materials to keep ICM team up to date on current digital issues and trends
- Coordinate internal online capacity building events on digital communications

Please Note: The above JD contains the main responsibilities and duties of this position. However in an ever evolving organisation such as AWID, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task becomes a regular part of staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.

POSITION SPECIFICATIONS:

Essential Values and Competencies

- Value a feminist intersectional framework and its implications for organizational practices and committed to the principles of feminism and anti-oppression
- Creativity and innovation driven
- Transparency and accountability
- Critical thinking and analysis
- Strategic risk management
- Build strong interpersonal relations from the role - across the organization (up, down and across)
- Influence & Resolve differences across boundaries

Essential Knowledge, Skills, Abilities & Experience

- At least 4-6 years experience:
 - managing digital communication channels and communities including via websites, social media platforms, constituent relationship management systems etc
 - working for a non-profit organization in a related role
 - contributing substantively to content creation and knowledge building projects
 - working in a multicultural team
- Experience working with non-profit organizations and/or feminist/social movements based in the Global South
- Strong computer skills, including using Google Suite products, online meeting tools, and direct messaging platforms
- Excellent web-writing and web-editing skills as well as verbal skills in English and French
- Ability to analyze information across a range of disciplines, including fact checking skills
- Expertise with web and social media analytics, insights and measurement tools
- Capable of using graphic design, audio and video editing tools to develop creative multimedia content for social media channels
- A keen attention to detail and quality control
- Ability to multitask, and willingness to perform diverse tasks as needed in a timely manner
- Proactivity, ability to work independently and effectively in a small team and dynamic environment
- Ability to travel internationally (approx. 5 weeks per year)

Desirable Knowledge, Skills, Abilities & Experience:

- University degree in communications or equivalent in community-based or other knowledge processes
- Academic courses or community learning in women's/feminist studies or human rights considered an asset
- Background in feminist activism
- Fluency in Spanish an asset
- Knowledge of Drupal content management system and CiviCRM