

New position - Apply by August 9, 2024!



## Communications and Project Coordinator

**We are truly excited about starting a new chapter!**  
**With our renewed Board of Directors, our loyal supporters, and wonderful collaborators, we will be pivoting and building on the ESCC's legacy!**  
**Come help position the ESCC for short and long-term growth and success!**

### Snapshot of the job

In keeping with the ESCC's newly defined organizational values and its 2024-2027 strategic roadmap, the Communications and Project Coordinator is called to create, coordinate, and continuously refine a comprehensive communications action plan to enhance our reach and help drive, pilot, and transform programs. In essence, the Coordinator:

- ✓ contributes to ongoing environmental scans and data analyses geared toward defining programs and identifying or appreciating the need for the ESCC to develop a position statement or brief (e.g., based on an opportunity to improve on diversity, equity, inclusivity, or accessibility);
- ✓ develops, manages and leverages compelling content for the ESCC's website, social media platforms and publications (e.g., mobilizing persons who participate in its activities, support, watch or follow them to become "friends of the ESCC" and recruiting youth for a committee to drive a sustainable response to shared needs or a perceived or real vulnerability);
- ✓ assists in building, documenting and leveraging relationships with internal and external stakeholders and communities or groups of interest (notably exploring and promoting complementarity and alliances to achieve greater community benefits and leading the implementation of a customer relationship management tool [CRM]);
- ✓ pilots the collaborative design of projects, coordinates their progress, and ensures an evaluation of their impact (proposing indicators, key performance indicators and participant survey tools).

### What you need to have to apply

- ✓ A combination of education and experience related to:
  - communications and/or marketing strategies / plans (e.g., knowledge of what makes website and social media investments successful, ethics and best practices)
  - building relationships with partners, collaborators, and other stakeholders
  - thinking critically
  - synthesizing data / research and finding gaps to address
  - organizing projects / activities / networking opportunities
  - creating visually compelling material.
- ✓ Exceptional writing and interpersonal communications skills in English.
- ✓ A working knowledge of French.
- ✓ A commitment to team spirit and an ability to invest in interdependence (e.g., consistently validating perceptions, owning biases, offering constructive criticism / reframing challenges into opportunities).
- ✓ The ability to work independently, manage time and priorities effectively and meet deadlines.
- ✓ Advanced skills with the Microsoft Office suite (notably, Excel, Outlook, and Teams).
- ✓ Familiarity with member management concepts, knowledge of customer relationship management (CRM) tools and survey tools.

## New position! Pioneer with us!

### Assets we will consider

- ✓ An interest in the not-for-profit sector and its reality.
- ✓ Experience in the co-design of activities / initiatives.
- ✓ Knowledge of Diversity, equity, inclusion and accessibility frameworks.
- ✓ Knowledge of good and best practices in producing, classifying, safeguarding and disposing of documents.

### Who we are and what we are becoming!

The English-Speaking Catholic Council (ESCC) was founded in 1981. We are a lay, non-profit community organization that seeks to be an agile and collaborative leader, and an effective advocate or champion for the English-speaking Catholic community of the Greater Montreal Area (GMA).

Staff and volunteer Board members strive for the ESCC to be a hub for the GMA's English-speaking Catholics of all origins, ages, and occupations, engaging with and for them in program design, meaningful networking initiatives and reciprocities and relationship-building. In so doing, we aim to contribute to the unity and vitality of the English-speaking community in Quebec.

The ESCC's collaborative work focuses on tapping into underrecognized or insufficiently heard voices, such as those of youth and young adults, older adults and seniors, newcomers, displaced persons and asylum seekers, as well as persons from visible minority groups. Leveraging interfaith spaces, intergenerational and cross-cultural learning and solidarity fits within our priorities.

### Why come work with us?

This is a permanent job with a 30-hour work week (e.g., 4 days of 7.5 hrs of work per day - Monday to Thursday):

- daytime schedule (e.g., 8h to 16h or 9h to 17h) with some evening and weekend activities;
- blend of remote and onsite work possible.

The salary range is \$38,000 to \$40,000 per year.

Statutory holidays, personal and sick days, and annual vacation allotment: all are in respect of Quebec's Act Respecting Labour Standards {chapter N-1.1} and CNESST guidelines.

The ESCC will cover the premiums for life insurance, accidental death and dismemberment, dependent life, long-term disability, health insurance, and dental insurance should the employee opt for this.

Our offices are in a legacy building and offer a community of not-for-profit organizations

**Projected start date:** September 16, 2024

If you are interested and qualify for this position, thank you for sending a letter of interest and your CV to [escc.ed@catholiccouncil.ca](mailto:escc.ed@catholiccouncil.ca) by August 9, 2024.