



## Public Education & Communications Worker

Part-time, Bilingual, 1 year contract

*Interval House of Ottawa is committed to building a diverse workplace. We encourage candidates to self-identify as members of equity deserving groups such as members of the BIPOC community, 2SLGBTQ+ community and/or people with disabilities. Please let us know if you require accommodation(s) at any stage of the application process.*

*Interval House of Ottawa is a 38-bed emergency home for those fleeing VAW/GBV and their dependents, and is the only shelter in Ottawa that provides on-site housing for their pets.*

### WHAT WE OFFER

Why work with Interval House of Ottawa? Aside from meaningful work in a supportive environment, IHO offers a generous compensation package, including:

- 3 weeks of vacation to start
- 10 sick days
- 5 mental health days
- Personal emergency leave
- Parental leave top up
- Training and development opportunities throughout the year
- *Note: paid time off is pro-rated based on weekly hours*

### POSITION SUMMARY

Under the supervision of the Executive Director, the Public Education & Communications Worker is responsible for raising awareness of Interval House of Ottawa-Maison Interval d'Ottawa (IHO) and the issue of violence against women and children and gender-based violence through public education, social media and events. This will include communications, public education, advocacy and support for events and campaigns.

The ideal candidate is highly organized, an excellent communicator in French and English (orally and in writing) and can stay focused on the big picture without losing sight of the details. They take ownership of the projects they lead, ensuring effective communications and education delivery. They have knowledge of the issue of Violence Against Women (VAW) and Gender-Based Violence (GBV) and a strong commitment to Equity, Diversity and Inclusion and advancing equity and social justice in our community. They are flexible and understand the realities of working in a small non-profit where, at times, priorities shift to meet the needs of service users and ensure smooth operations. This means that we all pitch in and occasionally shovel snow, stuff envelopes, and mop the floor.

## KEY RESPONSIBILITIES & DUTIES

### Communications

In collaboration with the Executive Director and Community Engagement & Development Coordinator, you will maintain a presence on social media for both Interval House of Ottawa and Unsafe at Home Ottawa over the course of the contract.

### Public Education & Advocacy

In collaboration with the Executive Director and Community Engagement & Development Coordinator, you will support with positioning IHO as an expert and source of information for VAW/GBV issues in Ottawa. You will coordinate public awareness requests with stakeholders. Sometimes you will deliver presentations and represent IHO at events that bring attention and awareness to VAW and GBV.

## EDUCATION & EXPERIENCE

- Bachelor's degree (Communications, Public Relations, Marketing, Journalism, Social Work) or equivalent experience;
- Demonstrated experience in communication, public relations, writing;
- Demonstrated experience in social media and web content;
- Highly organized and detail-oriented;
- Excellent interpersonal and communication skills, and comfort connecting with varied audiences;
- Knowledge of Violence Against Women and Gender-Based Violence issues;
- Demonstrated knowledge of and commitment to intersectional feminist principles;
- Demonstrated ability to identify and serve the needs of diverse communities;
- Commitment to advancing equity and social justice in our community;
- Comfort in learning new technologies as required to perform duties;
- Fluent in English and French – spoken and written;
- Valid driver's license and access to a vehicle.

## COMPENSATION & HOURS

- Contract for **1 year** with the possibility of extension
- Hourly wage of **\$24.69 - \$34.58** based on experience (both lived and academic)
- 10 hours per week
- Hours of work are flexible and to be determined in consideration of the needs of IHO and the successful candidate, but must be available for a combination of day, evening and weekend events as determined by community requests. Work will be a combination of on-site and work from home (if desired).

Please submit your resume and cover letter by 11:59 pm on **September 5, 2023**. Only candidates selected for an interview will be contacted.