



Communications Officer

About The Gordon Foundation

The Gordon Foundation is a philanthropic foundation based in Toronto, Canada. The Foundation undertakes research, leadership development and public dialogue so that public policies in Canada reflect a commitment to collaborative stewardship of our freshwater resources and to a people-driven, equitable and evolving North. Over the past quarter century, The Gordon Foundation has invested over \$37 million in a wide variety of northern community projects and freshwater protection initiatives.

About the Role

A highly organized self-starter who enjoys the challenge of a broad range of responsibilities. Reporting directly to the President & CEO, the Communications Officer will work closely with all Foundation staff in amplifying the work of our initiatives by providing communications, public relations and integrated marketing expertise. The successful candidate will be responsible for all internal and external communications, related publications, websites, and for organizing media during events and announcements.

Key Areas of Responsibility

Online Profile

- Implementing a Foundation-wide social media strategy.
- Ensuring that all Foundation social media platforms are updated daily with relevant news and information. Live-tweeting events when necessary.
- Updating the website with relevant news, event listings, and program information.

Media Relations

- Drafting and releasing media alerts surrounding major events or announcements.
- Liaising with media to coordinate interviews before or during events.

Publications/Reports

- Engaging with stakeholders by coordinating content and releasing quarterly newsletters.
- Coordinating the professional design and printing of major publications, and ensuring copies of all publications and communications materials are available and accessible.
- Designing and writing program materials and communications materials using Adobe Photoshop and InDesign. Occasional design of official publications.

- Assisting program and operations staff with funding report requirements by providing input on content generation and final copy edits.

Branding

- Keeping all publications, speeches, media releases and announcements consistent with the rules of CP Style and the Foundation's internal style guide.
- Assuring correct use of The Gordon Foundation logo on all documents and websites. Assuring sponsor/partner logos are used appropriately on all documents and websites.

Qualifications

- Undergraduate degree in journalism, communications or a related discipline.
- Minimum three years' experience working in communications, preferably for a charity or non-profit.
- Excellent writing skills for various audiences, including expertise in plain language and copy-editing skills. Knowledge of CP Style.
- Excellent coordination, organization, and planning.
- Ability to manage diverse projects and shifting priorities within tight timelines.
- Knowledge of back-end website programs such as WordPress.
- Intermediate knowledge of Adobe Photoshop and InDesign.
- Familiarity with Mailchimp and/or Salesforce an asset.
- Ability to work efficiently and with minimal supervision.

How to Apply

This is one-year contract position based at The Gordon Foundation's offices in Toronto. To apply, please forward your resume and cover letter to info@gordonfn.org with "Communications Officer" in the subject line. Only candidates invited for an interview will be contacted.

Deadline: Your resume and cover letter must be received by 11:59pm on **January 31, 2018.**