



JOB POSTING: Director of Communications

The Ending Violence Association of Canada (EVA Canada) is seeking an experienced, bilingual **Director of Communications** to lead our communications strategy and day-to-day communications activities, as well as to provide logistics management for special events.

Title:	Director of Communications
Position Type:	Full-time (37.5 hrs/week), contract position to March 31, 2025, with the possibility of extension based on performance and availability of funding
Start Date:	as soon as possible
Work Hours:	9:00am and 4:30pm Eastern
Location:	Ottawa, Ontario
Salary:	\$75,000 - \$80,000 commensurate with experience
Application Deadline:	5pm Eastern, Friday December 8, 2023

The [Ending Violence Association of Canada \(EVA Canada\)](#) is a national, non-profit organization that works to address gender-based violence, including sexual violence. EVA Canada works closely with national, provincial/territorial, and regional anti-violence organizations across Canada to foster and support a coordinated, collaborative, cross-sectoral understanding of and response to gender-based violence through research, policy analysis, institutional change, and advocacy.

Position Overview

Reporting directly to the Executive Director, the Director of Communications will play a pivotal role in shaping and implementing the overall communications strategy for the Ending Violence Association of Canada. This key position on our staff team will be responsible for developing and executing comprehensive communications plans that enhance the organization's brand, engage stakeholders, and drive awareness of our mission and initiatives. The successful candidate will bring a blend of strategic thinking, creativity, and hands-on experience in communications, with a focus on leveraging traditional and digital channels. With a committed staff, Board, and membership, we are poised for growth and are seeking a strategic and visionary Director of Communications to lead our communications efforts.

EVA Canada is a progressive workplace that values its employees and offers a generous benefits package and vacation, as well as flexible working hours. This position is based in Ottawa, Ontario. The successful candidate will be required to work in our office in downtown Ottawa a minimum of 3 days / week, with the option to work remotely for the other 2 days.

Duties & Responsibilities:

- Manage and implement the communications plan for EVA Canada
- Manage and maintain EVA Canada's current WordPress website, including writing and updating website content
- Create and manage social media content across platforms
- Author articles, newsletters, media releases, blog posts and other content as needed
- Manage media and public relations, including drafting and coordinating media releases, maintaining media contacts, and managing inbound media requests
- Plan and execute digital advocacy and promotional campaigns, including developing key messages; developing timelines for related activities; providing promotional and graphic design support
- Work collaboratively with EVA Canada staff, Board, and members to support development of key talking points, presentations, speeches and identify communications opportunities
- Monitor and evaluate impact of communications activities
- Monitor and engage with the online community, responding to comments and inquires in a timely and professional manner
- Build and maintain relationships with influencers, partners, and other key stakeholders in the social media space
- Ensure branding standards are met in all publications, distributed materials, and office communications
- Assist with the translation of communications materials and documents
- Manage logistics planning for in-person and virtual special events and meetings, including booking meeting spaces, organizing travel, communicating with participants, and responding to unanticipated issues
- Provide in-person and/or virtual logistical support for special events and meetings
- Other duties as assigned

Require Skills & Experience:

- This is a bilingual position. Proficiency in English and French is required
- At least five years experience working in communications, journalism, or related field is required
- Post-secondary degree in a relevant discipline (i.e. public policy/administration, communications, journalism, law, public policy/administration, gender studies) preferred
- Demonstrable work experience developing and implementing organizational communications plans and strategies
- Demonstrable work experience managing and developing content strategies for social media platforms and advocacy campaigns
- Proven ability to create visually appealing and effective digital assets, including social media graphics, infographics, and promotional materials
- Proven editorial experience, including editing and proofreading



- Subject matter expertise on gender-based violence, including demonstrated knowledge of current issues and policy, and strong understanding of gender-based violence organizational landscape and stakeholders in Canada. Specific subject-matter expertise on sexual violence an asset
- Experience working in non-profit, feminist, and social justice organizations
- Excellent written communications skills, with the ability to write for multiple audiences and synthesize complex ideas
- Excellent interpersonal skills, with ability to build and maintain relationships with a variety of stakeholders
- Attention to detail, strong follow-through, and the ability to remain organized, flexible, and responsive to multiple priorities and deadlines
- Independent and creative thinker willing to take initiative and propose solutions to address emerging challenges
- Demonstrated experience in planning and executing virtual events using Zoom and Teams
- Demonstrated experience in planning and executing in-person events or conferences
- Ability to work in Ottawa, Ontario and to travel within Canada occasionally

Application Process:

To apply, please submit the following:

- 1) a cover letter that clearly demonstrates your experience and qualifications **in reference to the position duties and qualifications listed in this job posting**
- 2) a resume

Applications will be accepted by email only at info@endingviolencecanada.org. The subject line of your email application should read **“Director of Communications Application”**.

Applications must be submitted by **5:00 pm ET on December 8, 2023**.

EVA Canada encourages candidates who reflect the diversity of our communities to apply, including applicants who are Indigenous, Black, racialized, 2SLGBTQ+, and persons with disabilities. Where possible, accommodations will be made available upon request.

EVA Canada thanks all applicants; however, **only those selected for an interview will be contacted**.