



Where childhood thrives, war does not.

Position Title	Communication Officer
Start Date	TBD
Location	The organization is based in Toronto, Canada with work from home arrangements. The successful candidate may need to come into the office once per week for in office related tasks.
Reports to	Communications Manager
Background	<p>War Child Canada is a registered Canadian charity based in Toronto that works to accelerate peace and disrupt the cycle of violence by investing in and empowering local communities to build brighter futures through comprehensive, evidence-informed programs that foster resilience, self-reliance, and self-determination.</p> <p>War Child is globally recognized for our grassroots, community-driven model of humanitarian action that's rooted in collaboration and entirely locally led. Over the years, we have developed a solid track record of long-term, sustainable impact supporting children and families living in areas dominated by conflict.</p> <p>War Child Canada works with some of the most vulnerable populations around the world and are leaders in developing and implementing programs specifically targeting and protecting children, women, and refugees living in the most complex humanitarian environments in Afghanistan, Democratic Republic of Congo, South Sudan, Sudan, Uganda and Yemen.</p>
Position summary	<p>War Child is seeking a highly motivated, organized and enthusiastic individual to assist the Growth and Communications team with content collection/creation and writing for multiple social media platforms, digital e-mails, reports, or donor/funder correspondence, and other duties.</p> <p>The role requires a strategic thinker with time management, good communication, and project management skills. You should have a passion for connecting social change and communication skills with</p>

	<p>popular passion points (music, entertainment, gaming) and culture across the digital landscape.</p> <p>Taking direction from the Communications Manager, this individual will work diligently to support and increase War Child Canada’s profile and reach.</p> <p>Must be able to work remotely.</p>
<p>Responsibilities</p>	<p>Assigned duties to include:</p> <ul style="list-style-type: none"> • Assisting with content collection/creation and writing for multiple social media platforms, digital e-mails, reports, or donor/funder correspondence; • Helping to trouble shoot back-end digital marketing and social media questions, collecting outreach metrics; • Helping to create and coordinate sharing of communication materials or toolkits with partners and/or university, college, school-age networks • Graphic design and basic video editing for promotional/marketing and social media content. • Other duties as needed/assigned
<p>Qualifications</p>	<p>Education:</p> <ul style="list-style-type: none"> • In progress Post-Secondary degree or Diploma, preferably in Communications <p>Experience:</p> <ul style="list-style-type: none"> • Previous experience in non-profit or NGO environment would be a great asset; <p>Skills and Knowledge:</p> <ul style="list-style-type: none"> • Advanced level Excel skills • Excellent organizational skills and ability to work well under pressure • Demonstrated experience in problem solving • Analytical skills • High attention to detail and accuracy <p>Other attributes:</p> <ul style="list-style-type: none"> • Ability to communicate with stakeholders from all backgrounds • Ability to work well with a team and cross functionally • Ability to work in a remote environment • Adaptability and flexibility with changing priorities • Ability to remain focused and meet targeted timelines • Positive attitude and the ability to take responsibility and be accountable. • Respect for others

Compensation	17.00/hour
Application process	<p>Interested applicants are invited to send a curriculum vitae and an accompanying cover letter electronically to:</p> <p>Email: jobs@warchild.ca</p> <p>Please ensure your application email has the subject heading of ' _____ – [insert your name]'</p> <p>Only those applicants selected for an interview will be notified. We regret we are unable to entertain phone calls. War Child Canada is an equal opportunity employer.</p> <p>War Child Canada is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with War Child Canada's Child Safeguarding Policy and Prevention of Sexual Abuse and Exploitation Policy, including appropriate reference and security checks.</p> <p>War Child Canada is committed to providing an accessible workplace. For individuals with disabilities, accommodation is available upon request. Should you require accommodation at any stage of the selection process, please let us know. We will work with you to meet your needs.</p> <p>Candidates should be legally eligible to work in Canada. War Child Canada will not provide any relocation support.</p> <p>For more information about War Child Canada, please visit www.warchild.ca</p>
Deadline	Deadline for applications 19 May 2023