

EMPLOYMENT OPPORTUNITY

COMMUNICATIONS MANAGER

Position Overview

EVA BC is seeking a Communications Manager to work 4 days per week. Our office is a fast-paced environment where all staff manage numerous, concurrent programs and juggle many responsibilities related to supporting the prevention of and response to gender-based violence in BC.

The Communications Manager manages and oversees the development and production of EVA BC public and program communications materials. This position requires the ability to deal professionally and diplomatically with the membership, funding bodies, government, media and the general public. The Communications Manager works both independently and as part of our team. This position reports directly to the Executive Director.

Primary Duties and Responsibilities

- Manages and oversees the development and production of EVA BC communications materials ensuring consistency, visual branding, and high standards of professional language, punctuation, grammar and formatting of materials.
- Develops, implements and maintains a communications plan, in conjunction with other EVA BC staff, to assist in fulfilling the objectives of EVA BC's overall strategic plan.
- Develops and distributes various publications, including but not limited to, newsletters (including print and electronic editions) and CCWS News Bulletins, from draft creation through to final product. This includes developing themes, sourcing articles and images, researching, writing, copy and content editing.
- Develops, writes and/or edits documents including funding reports, program or project reports, board reports, annual reports, informational backgrounders, surveys, discussion papers, media releases, information brochures, policies, selected correspondence, fundraising proposals and speaking notes.
- Oversees and maintains, in conjunction with co-workers, EVA BC's website www.endingviolence.org on a day-to-day basis, ensuring appropriate and accurate content that is regularly updated.
- Provides support to EVA BC staff in developing media strategies, media releases, backgrounders, Q & As, and other related materials as needed. Maintains and builds relationships with media contacts. Also, responds to media enquiries and

coordinates staff engagement with media. Participates in all aspects of media conference organization as needed.

- Develops communications strategies and content for external communication platforms that include public awareness campaigns, website and social media.
- Participates in working groups to plan, coordinate and execute original communications products and publications related to special events, programs and projects.
- Manages production of internal and external communication publications and materials, in consultation with other EVA BC staff and external contractors as appropriate.
- Is an active contributing member to the overall work of EVA BC and takes on, in a teamwork approach, whatever tasks may be required.

Qualifications

- Experience in communications, preferably in a non-profit organization.
- Undergraduate or graduate degree or equivalent, in related discipline, or combination of experience and training.
- Excellent communication skills with an emphasis on writing, editing. Demonstrated ability to communicate effectively with a variety of audiences; communicate complex ideas clearly and concisely. Technical writing and plain language skills an asset.
- Familiar with working with job-relevant software, web-based applications and content management systems; strong working knowledge of WordPress needed.
- Experience working with external contractors for development of communication materials (e.g. graphic design, printing, etc.)
- Minimum 5 years of experience working in the field in relation to sexual and/or domestic violence, child abuse or criminal harassment considered an asset.
- Demonstrated knowledge of BC anti-violence sector and programs; understanding of the issues related to isolated and rural communities, large and small women/victim serving organizations and of people who experience marginalization and discrimination considered an asset.
- Demonstrated ability to manage projects, research and analyze data to inform and educate stakeholders, colleagues and the membership of EVA BC.
- Experience in researching opportunities, acquiring information and writing applications for fund development.
- Excellent skills relating to establishing and maintaining respectful, productive and collaborative working relationships with all levels of staff as well as external stakeholders.
- Ability to work from a feminist, anti-oppression, intersectional perspective which includes bringing an analysis of gender, race, class, sexuality, ability and age to all areas of the work.

About Ending Violence Association of BC

The Ending Violence Association of BC (EVA BC) is a dynamic, solutions-based provincial non-profit association that supports and coordinates the work of over 300 anti-violence programs and cross-sector initiatives across BC that respond to sexual and domestic violence, child abuse, and criminal and sexual harassment.

We wish to respectfully acknowledge that our office is located on the unceded, ancestral, and traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), and səliłwətaʔt (Tsleil-Waututh) Nations.

Our programs include BC's Community-Based Victim Services, Stopping the Violence Counselling, Stopping the Violence and Multicultural Outreach, and Sexual Assault/Woman Assault programs. Among our cross-sector initiatives are Violence Against Women Coordination Committees, Interagency Case Assessment Teams, Community Coordination for Women's Safety, Be More Than a Bystander, Indigenous Community Safety, and Safe Choices LGBT2SQ+ Support and Education programs.

Our goals are to: provide support and trauma-informed training to the staff of community-based victim services programs in BC; undertake research, develop and distribute public legal education resources and tools to community programs serving victims and survivors of crime; educate the public on the needs of victims and survivors of violence, abuse, and harassment; develop and maintain standards for the provision of service to those who have been victimized; foster the development of relevant cross-sector initiatives across BC and support communities to maintain them; provide related public legal education and trauma-informed training to criminal justice, health, education, and social service system personnel; work in partnership with other provincial organizations, and key institutions and systems, in related fields to ensure cross-sector collaboration and information exchange at the provincial level; and engage in projects and programs that work toward the prevention of gender-based violence.

To Submit an Application

Please send your cover letter, resumé and 1-2 writing samples* to ccws@endingviolence.org with the subject line ATTN: Hiring Committee Communications Manager, no later than 5:00 PM on November 12th, 2019. Only short-listed candidates will be contacted.

*The writing sample(s) should demonstrate your ability to produce the types of communications materials described above and would preferably be web content, a brochure, article, narrative report or media release that you created for another agency or organization.

Qualified candidates who are Indigenous, racialized, living with disabilities, and/or LGBT2SQ+ are encouraged to apply.

The successful applicant may be asked to complete a criminal records check.