



Transforming natural resource management  
Empowering communities

Transformer la gestion des ressources naturelles  
Renforcer le pouvoir d'agir des communautés

<b>Position:</b>	Communications Assistant
<b>Location:</b>	Ottawa, Canada
<b>Deadline for applications:</b>	May 20, 2019
<b>Starting date:</b>	June 3, 2019
<b>Duration:</b>	13 weeks (June 3-August 30)
<b>Salary:</b>	\$14/hour, 37.5 hours/week

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### About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa and has offices in the Democratic Republic of Congo, Uganda, and will be opening an office in Côte d'Ivoire in early 2019.

### Communications Assistant

The Communications Assistant is part of IMPACT's Communications Department based in Ottawa, reporting to the Communications Director.

The Communications Assistant will support the communications team at IMPACT, undertaking research and creating content for diverse stakeholders, including online.

Specific areas of work include:

- Research on IMPACT's issue areas
- Creating content for social media platforms
- Creating content for the website and newsletter
- Drafting clear, concise and compelling blog posts
- Assisting with photo and video archiving
- Supporting production of reports and other collateral
- Other tasks to support IMPACT's communication's team

The successful candidate must have the following qualifications, experience and skills:

- Completed or working towards a Bachelor's degree in Journalism, Communications or other relevant field, or equivalent.
- At least 2 years of work or volunteer experience.
- Experience with a range of social media applications, preferably in a volunteer or work setting.
- Excellent written and verbal communication skills, with the ability to write high-quality copy for various audiences including the ability to write in a casual, informal voice.
- Commitment to human rights, international development, gender equality, and improved natural resource management.



- Excellent communication skills—verbal and written fluency in English, with a basic level of French.
- Excellent analytical, organizational and time management skills.
- An ability to manage a busy workload and respect deadlines with minimal supervision.
- An ability to work in a team that is bilingual and working globally.

This position is partly funded through the Canada Summer Jobs program. As per the eligibility requirements, all candidates must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

IMPACT's headquarters are located in Ottawa. Applicants must be available to work out of the Ottawa office for the duration of the position.

### **To apply**

Send the following information by email to [jobs@impacttransform.org](mailto:jobs@impacttransform.org)

- A **cover letter** explaining your interest in the position
- Your **curriculum vitae**
- The completed **Supplementary Information Form**

Applications are due May 20, 2019. Only shortlisted candidates will be contacted. No walk-ins or phone calls please.

