CONTENT CURATOR
Job Opportunity
Inspiring Communities
August 2020

Statement of Intent:
Inspiring Communities is an inclusive workplace whose goal is to be representative of the communities we serve. We encourage applications from Indigenous Peoples, African Nova Scotians and other Racially Visible Persons, Persons with Disabilities, and members of the LGBTQ community. We encourage candidates to self-identify in their application.
Inspiring Communities is a not-for-profit organization committed to collective action for change. We work to shift how complex social problems are tackled to improve lives, strengthen communities, and change oppressive systems. Our strength lies in our diversity of thinking and experience, and our openness to opportunities for collaboration. We provide a nurturing environment to experiment with new approaches to solving social problems.

We do this by:

- Providing practical support to a variety of social change initiatives in the region
- Developing evaluation capacity and expertise in the field of systems change
- Generating learning and networking opportunities for those working in the field

As part of our learning work, we will soon be launching a new online learning platform called Wayside, which will be a space for social innovators from across Atlantic Canada to take courses, connect, and collaborate. This will become a core part of our work supporting WeavEast, a growing network of changemakers from across the region.
ABOUT THE OPPORTUNITY

With new projects on the horizon we are growing our Communications/Operations team to increase our capacity and support external communications. The Content Curator will report to the Managing Director and will be a member of the CommOps team, which currently consists of the Managing Director, Operations Coordinator, and Online Animator.

Position Responsibilities:

• Acting as the content manager for Wayside; this includes writing copy, editing, and managing the approval process for sharing external materials
• Developing relationships with internal staff and external partners to regularly gather new content and build our distribution list
• Working with the Managing Director to design and produce external newsletters for Inspiring Communities and WeavEast
• Working with the Managing Director to design and produce annual reports for Inspiring Communities and WeavEast
• Writing copy for the Inspiring Communities and WeavEast websites
• Maintaining our presence on social media (Facebook, Instagram, Twitter)
• Supporting communications across the Inspiring Communities Network as needed
• Building relationships across diverse communities and writing for a range of audiences
CANDIDATE PROFILE

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We are looking for an experienced candidate who is able to work independently in a small team and can demonstrate that they meet the following criteria:

**Essential**
- You have 5+ years of experience in communications work
- You are an excellent writer with exceptional attention to detail
- You excel across content creation applications on mobile devices and personal computers
- You are able to work collaboratively and build relationships and networks with a variety of stakeholders
- You are highly organized and able to juggle multiple projects at once

**Desirable**
- You have an undergraduate degree or certification in communications, marketing, non-profit management, or a related field
- You have experience managing a website
- You have experience managing social media
- You have experience with video editing
- You have experience in the not-for-profit sector and an understanding of the field of social innovation in Atlantic Canada
- You are well connected to a network of social change organizations and changemakers in Atlantic Canada
- You are familiar with G Suite, Microsoft applications, Adobe, and Wordpress

www.inspiringcommunities.ca
This is a full-time position with an immediate start date through until December 31st, 2021 with the possibility of renewal based on funding. The role will be based in downtown Halifax, however remote working requests will be considered. The salary is $55,000-60,000 per year, dependent on experience. Health benefits and five weeks of vacation time are provided. Inspiring Communities supports a flexible work environment which includes the option to work from home at times, with some flexibility in work hours. Some travel within Atlantic Canada may be required.

How to Apply

To apply, please:

- Write a cover letter outlining how you meet the criteria above and demonstrating your writing skills
- Merge your cover letter and your resume into one PDF document
- Send to hello@inspiringcommunities.ca, with the subject line: ‘Application for Content Curator’

Applications will be accepted until: Tuesday, September 8th at 9am.
All applicants will be contacted regarding the outcome of their application. A selection process will be held the week of September 14th.