



The Atkinson Foundation is looking for an energetic **Communications Coordinator** to help us strengthen relationships and tell stories with the power to move Ontarians to work for social and economic justice.

We're located at 1 Yonge Street in the Toronto Star building, where the longest street in Ontario meets one of its Great Lakes. We take our lead from the story of Joseph Atkinson, the Star's legendary publisher from 1899 to 1948, whose fiery editorials fueled the social movements and public policy reforms of the last century. We've inherited Mr. Atkinson's determination to make the province more equitable, inclusive and prosperous. Today, that means we're investing in strategies to organize and mobilize Ontarians to create more decent work and to share the benefits of economic growth more widely.

We're looking for a talented professional who will bring a fresh perspective and complementary skills to our small, entrepreneurial and versatile team. A detailed position description is attached.

If you're ready to step into this role, you'll be able to demonstrate:

- a bone-deep commitment to Atkinson's mission, values and strategic priorities;
- an ability to think strategically, analyze critically, and translate ideas and insights into action through creative and viable plans, projects and initiatives;
- strong research, writing, editing and presentation skills;
- high tolerance for complexity, grace under pressure, and consistently sound judgment; and,
- exceptional persistence and good humour in the pursuit of ambitious goals.

You'll also be able to tell us why you want to work for the Atkinson Foundation, and how your education and experience has equipped you for this role.

Please send your resume with a cover letter via email to:

Colette Murphy
Executive Director
Atkinson Foundation
1 Yonge Street, Suite 702
Toronto, ON M5E 1E5
info@atkinsonfoundation.ca

We're accepting applications immediately and until the position has been filled. We'll start reviewing them on Wednesday, June 3, 2015. Only those applicants selected for an interview will be contacted.

The Atkinson Foundation is committed to the principle of equity in employment. We encourage applications from all qualified individuals.

Atkinson's mission is to promote social and economic justice.

We value:

trust as the basis for long-term, creative and productive relationships;

openness to and *respect* for differences in opinion, outlook and lived experience;

collaboration with allies in all sectors and fields for collective impact;

accountability and *transparency* in the stewardship of resources; and,

smart risk as a prerequisite for innovation and progress.

COMMUNICATIONS COORDINATOR

Reporting to the Director of Social Impact, the Communications Coordinator is responsible for coordinating Atkinson's engagement activities. S/he is a steward of the foundation's narrative, developing and implementing comprehensive communications and knowledge sharing strategies. S/he works collaboratively with the board and staff to advance the foundation's mission, values and strategic priorities.

CORE FUNCTIONS

Relationship Builder

- Identifies the foundation's current and prospective stakeholders (internal and external).
- Collects and shares insights into stakeholders' communications preferences and needs.
- Monitors activities, issues and public debate related to the foundation's strategic priorities and of concern to its stakeholders.

Storyteller

- Understands and interprets the foundation's culture, context and narrative for these times.
- Develops compelling, accessible and engaging content in various formats — text, photos, video, graphics, etc. — for multiple audiences and uses.
- Assists in the development of materials for external and internal stakeholders.
- Supports the process of designing and producing communications tools (e.g. annual report).
- Curates the foundation's blog, Atkinson Field Notes.

Digital Curator

- Continuously improves the foundation's website and other digital platforms.
- Develops and implements digital and social media strategy, including designing campaigns, determining metrics, creating content, moderating online discussion, managing webinars etc.
- Continuously develops the foundation's dashboard and prepares performance reports.

Knowledge Coordinator

- Collaborates with the Director of Social Impact to animate learning, create narratives, and share knowledge to improve policy and practice as well as contribute to the field of strategic philanthropy.

Team Member

- Identifies strategic communications opportunities together with the Atkinson staff team.
- Coordinates the planning, implementation, monitoring and evaluation of communications activities, including special projects as assigned.
- Monitors and shares results/learnings from the foundation's communications efforts.
- Assists grant recipients, when appropriate, in communicating their Atkinson-funded programs and initiatives.
- Coordinates and oversees the work of freelance writers, videographers and other vendors in collaboration with the Director of Social Impact and Director of Social Investment.
- Represents the foundation at meetings, conferences and events upon request.

CORE COMPETENCIES

Communication: The ability to use a broad range of communication styles, and to choose appropriate tools to engage with different groups and contexts.

Information Management: The ability to think critically and gather, sort, store and use information to turn data into knowledge and share knowledge with others.

Research and Analysis: The ability to retrieve and use information from a variety of sources—including personal experience and one's own observations—to identify options, solve problems, develop strategies, and create content.

Project and Task Management: The ability to plan, implement and measure projects and tasks in a timely manner, on budget, and with attention to detail and accuracy.

Teamwork: The ability to work cooperatively and collaboratively with others to achieve collective goals.

EDUCATION AND EXPERIENCE

- An undergraduate degree or comparable professional experience is required. A graduate degree is considered an asset.
- Three to seven years of relevant professional experience is required. Journalism experience is considered an asset.
- Compensation is commensurate with experience, including benefits and vacation.

For more information about the Atkinson Foundation and our work, please visit our website at www.atkinsonfoundation.ca.