

ATKINSON FOUNDATION

The Atkinson Foundation is looking for two talented professionals who will bring fresh perspectives and complementary skills to our small, tenacious and versatile team.

We're hiring a **Project Manager** who will collaborate with other team members and report to the Director of Social Investment. At Atkinson, project managers have a portfolio of administrative, communications and research responsibilities related to strengthening the decent work movement and promoting social and economic justice in Ontario.

We're also hiring a new **Community Coordinator for Atkinson Live** — our platform for podcasts and live events like [Just Work It](#). It's a project designed to amplify the voices and concerns of historically excluded communities, and to inform and encourage a growing network of young decent work advocates. The Community Coordinator will be responsible for myriad details related to community organizing, content creation and production, and administration. This position reports to the Director of Social Engagement.

Both employment opportunities are full-time, three-year contract positions. More details on each position are provided below.

If you're ready to take on one of these two roles, you'll be able to demonstrate:

- a bone-deep commitment to Atkinson's mission, values and strategic priorities;
- relevant experience, education and the required competencies;
- an ability to work collaboratively and independently;
- strong research, writing and social media 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 you are equipped to take on one of these roles. Please send your resume with a cover letter via email to:

Atkinson Foundation
1 Yonge Street, Suite 702
Toronto, ON M5E 1E5 | info@atkinsonfoundation.ca

We're accepting applications immediately and until the positions have been filled. We'll start reviewing them on Monday December 17, 2018. Only those applicants selected for an interview will be contacted. We're not able to reply to inquiries from candidates for additional information. Please visit www.atkinsonfoundation.ca to learn more about the Atkinson Foundation.

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

PROJECT MANAGER

CORE FUNCTIONS

Convenor

- Administers grants and contracts related to priority projects and programs
- Organizes meetings, events and activities
- Supports the process of developing workplans, budgets and other documents
- Carries out activities that support learning and evaluation strategies

Communicator

- Acts as a member of Atkinson's communications team
- Manages relations with a select set of key stakeholders, including database maintenance
- Conceives and produces original content for social platforms and other uses
- Tracks analytics and metrics to determine results of communications activities

Researcher

- Monitors a select number of public policy files related to priority projects and programs
- Prepares briefing notes, backgrounders, presentations and other tools to relay research findings
- Identifies relevant resources and maintains up-to-date lists of issue experts and advocates

CORE COMPETENCIES

Communication: The ability to listen, write and speak English effectively; the ability to convey ideas clearly, creatively and professionally in person, in written form and through social media; the ability to use a broad range of communication styles, and to choose appropriate tools to engage with different groups and contexts.

Relationship Building: The ability to engage and encourage individuals, and nurture networks in keeping with the foundation's core values; can adapt to different cultures and contexts to solve problems and respond to issues.

Project and Task Management: The ability to conceptualize, research, plan and orchestrate projects and programs that meet deadlines and deliver measurable results; can handle multiple tasks simultaneously without losing track of details.

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

Research and Analysis: The ability to retrieve and use information from a variety of sources to identify options, solve problems, develop strategies, and create content.

EDUCATION, SKILLS AND EXPERIENCE

- An undergraduate degree or comparable professional experience required
- A graduate degree and/or French language competency considered an asset
- Five to ten years related professional experience
- A high level of technical proficiency with G Suite
- Compensation between \$60,000 and \$70,000 in addition to a vacation and benefits package

ATKINSON LIVE COMMUNITY COORDINATOR

CORE FUNCTIONS

Community Organizer

- Identify and listen effectively to key stakeholders and audience members -- online and offline
- Organize outreach/engagement activities and related social media
- Execute a variety of tasks required to achieve audience development goals
- Recruit, train and coordinate interns and volunteers

Production Assistant

- Contribute ideas and experience to production team planning and discussions
- Research potential topics, guests, music and other production elements
- Create original content in various formats — copy, photos, video, graphics, social shareables, etc. — for multiple audiences, uses and platforms
- Participate in the development and execution of promotion plans

Administrator

- Coordinate schedules and logistical details related to meetings and recording days
- Administer contracts for freelance writers, producers, videographers and other vendors
- Organize and maintain the Atkinson Live database
- Develop and maintain tracking systems for podcast analytics and event metrics
- Coordinate website content updates

CORE COMPETENCIES

Curiosity: An interest in a broad range of issues and subjects related to social and economic justice.

Oral and Written Communication: The ability to convey ideas in English clearly, creatively and professionally in person and in written form.

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

Relationship Building: The ability to engage and encourage individuals, and nurture networks in keeping with the foundation's core values; can adapt to different cultures and contexts to solve problems and respond to issues.

Self-Management: The ability to carry out assignments in a timely manner, on budget, and with attention to detail and accuracy.

Information Coordination: The ability to gather, sort, store and turn data into information, and to share information with others.

EDUCATION, SKILLS AND EXPERIENCE

- An undergraduate degree or comparable professional experience
- A minimum of three years of relevant professional experience
- An average level of technical proficiency with G Suite
- Compensation between \$40,000 and \$50,000 per annum in addition to a vacation and benefits package