



Le Secrétariat international de l'eau
The International Secretariat for Water
El secretariado internacional del agua

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Job Advert: Communications and Multimedia Officer

The International Secretariat for Water (ISW), an international NGO based in Montreal, is seeking to appoint a Communications and Multimedia Officer for our programs and initiatives in Canada and around the world.

The ISW carries out advocacy, education and awareness-raising activities and field programs all over the world in order to provide drinking water, sanitation and access to safe water resources to all. The ISW is renowned worldwide for our 'publicity stunts' and for our ability to influence senior decision-makers and mobilize the general public, driven by our conviction that water is the key to shared prosperity.

This position has been made available, under the conditions specified, through a subsidy received from Emploi Québec.

Job Title

Communications and Multimedia Officer

Line Manager

Senior Management

Brief Job Description

As Communications and Multimedia Officer, you will be responsible for managing communications on activities conducted as part of our advocacy, infrastructure and awareness-raising projects. You will report to senior management and will also work with other staff members and volunteers.

The Communications and Multimedia Officer will be in charge of ensuring the effective delivery of the organization's communications. Your duties will include:

- Planning the organization's overall communications and developing a communications strategy;
- Developing quality content to support our organization's commitment and disseminate information on our activities;
- Writing and publishing articles/news on our organization's website;
- Coordinating and updating the organization's social media platforms (Facebook, Twitter, YouTube);
- Creating and drafting a quarterly newsletter;
- Supporting the use of innovative communications tools;
- Implementing multimedia projects based on our organization's activities;
- Creating communication materials for projects (computer graphics, flyers, roll-up banners, PowerPoint presentations, etc.);
- Managing the organization's media relations.

In addition, you will provide technical and administrative support:

- Supporting the team to implement projects and programs, for instance: ensuring the smooth day-to-day running of the office, managing project-related information, assisting with negotiations and meetings with partners, supporting training sessions, workshops and meetings, drafting meeting minutes and other documents;
- Preparing and organizing project-related events;
- Assisting the organization to respond effectively to pressing issues;
- Supporting the team with fundraising and assessing potential donors;
- Performing other tasks as requested by the coordinators.

Person Specification

- Completed studies in communications, multimedia or other related field;
- At least one year's relevant experience of working in a communications and multimedia role;
- Ability to manage social networks and update the website (WordPress);
- Excellent IT skills, proficiency in the use of design tools (Adobe Creative Suite) is essential and the ability to use video tools (Final Cut) would be an advantage;
- Excellent content generating and writing skills and the ability to produce relevant content tailored to different audiences: stakeholders, partners, the general public, young people;
- Ability to work in a team and in conjunction with partners on an international level;
- Good knowledge of both English and French (knowledge of Portuguese and/or Spanish would also be an advantage);
- Creative, innovative and committed;
- A proven interest in international development cooperation and, especially, in water-related challenges.

All applicants must be eligible for a wage subsidy from Emploi Québec.

Conditions

35 hours a week – Monday to Friday. May sometimes be required to travel abroad.

Hourly wage: \$14 (or depending on experience and skills)

Open-ended temporary position

Location: Montreal, near Jean-Talon metro station.

Interested candidates are requested to send their CV and a cover letter to Hannane Sellali: hsellali@sie-isw.org.

Application deadline: 5 July 2017

Anticipated start date: 17 July 2017

We thank you for your interest in this position. However, please note that only shortlisted applicants will be contacted.