



Short-Term Employment

Position: Communications and Events Coordinator

Contract: Short-term contract from January 2, 2024, to June 28, 2024

Type: Full-time (37.5 hours per week)

Salary: \$25/hour

Location: Hybrid position. Work from home with one day per week in the Branch Office in Mississauga.

Deadline: Submit your resume and cover letter by 5:00 p.m. on December 29, 2023, to info@on.cpf.ca

Canadian Parents for French (Ontario) supports official language bilingualism by providing or promoting opportunities to learn and use the French language.

The organization is committed to the development and well-being of its employees and volunteers and provides a collaborative and inclusive work environment.

Roles and Responsibilities

The Communications and Events Coordinator will report to the Director of Operations and is responsible for the implementation of a variety of communication and administrative functions as they relate to several CPF Ontario initiatives, events, and communication campaigns.

Communications:

- SayOui.ca Campaign: Liaise with and support the outsourced communications firm to ensure the delivery of services
- CPF Ontario Website: updating content, setting up online registration, and website maintenance
- Distribution of communications to internal and external audiences
- Social media support (Facebook, X-Twitter, Instagram)
- Other tasks as they arise
- Specific tasks may be guided by the Communications Manager

Event Coordination and Support:

- Coordinating the administration of the SayOui.ca Campaign, including compiling data from a variety of sources for the Final Report on Results
- Administrative support related to the *Provincial Concours d'art oratoire*, Chapter and Team initiatives, and events
- Source potential partners and stakeholders
- Inventory management with some packaging and shipping
- Other tasks as assigned by the Director of Operations

Education and Acquired Skills:

The ideal candidate will have:

- A college diploma in communications or business administration and/or relevant work experience
- Working knowledge of WordPress, Word, Excel, Campaign Monitor, Jotform, Zoom, Microsoft Teams, Facebook, X (Twitter) and Instagram
- Excellent English writing skills
- Proficiency in French is not a requirement but would be considered an asset
- Be able to provide references upon request

The work will require organizational skills to plan and implement various tasks to completion within established timelines.

The coordinator will take the initiative and work collaboratively among a small group of staff.

Phone expenses will not be reimbursed unless a task prompts a surcharge to the employee's regular monthly bill. A laptop computer may be provided for the employee's use as part of the onboarding process and would be returned upon termination of the contract.

Vacation:

CPF Ontario will pay out 6% cumulative vacation pay at the end of the six-month contract or the equivalent vacation time off during the contract (7.5 vacation days).

Sick Days: 1 day per month eligible sick days

CPF Ontario is committed to equity, diversity, inclusion, and to building an organization that reflects the communities we serve. We encourage applications from members of Black, Indigenous, and racialized communities; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; disabled people; and members of other equity-seeking groups.