



Job Title:	Communications Officer
Organization:	Action Against Hunger / Action contre la Faim - Canada
Report To:	Project Manager
Location:	Toronto, ON (or remote based in Ontario or Quebec)
Job Type:	Full-Time, 1-year contract with a possibility of extension
Work Hours:	37.5-hours per week. *(Flexibility is required to work outside regular office hours if needed.)
Salary:	CAD 52K per annum

ABOUT US

Founded in 1979, Action Against Hunger is a global humanitarian organization that takes decisive action against the causes and effects of hunger. Our mission is to save the lives of severely malnourished children while helping communities become self-sufficient. Recognized as a world leader in the fight against malnutrition, Action Against Hunger has pursued its vision of a world without hunger for almost four decades, combating hunger in emergency situations of conflict, natural disaster, and chronic food insecurity. With more than 8,000 staff in nearly 50 countries, our programs in nutrition, food security, livelihoods, water, sanitation, and hygiene, reach more than 20 million people each year.

ABOUT SMART

Since 2007, Action Against Hunger Canada has provided leadership in the development and implementation of one of the world's leading nutrition survey methodologies: SMART (Standardized Monitoring and Assessment of Relief and Transition). The project has built the capacity of over 1,500 health workers around the world on how to apply this methodology when conducting nutrition and mortality surveys. The SMART global project works closely with the Global Nutrition Cluster membership to ensure the accessibility of a wide range of tools, technical guidance and learning on the methodology. All SMART initiatives are targeted towards humanitarian and development stakeholders conducting surveys using the methodology.

ABOUT TST

Action Against Hunger Canada is the co-host of the Technical Support Team Coordination Unit of Global Nutrition Cluster Technical Alliance. The Technical Support Team (TST) of the Global Nutrition Cluster (GNC) Technical Alliance is an initiative to support practitioners in improving the quality of nutrition in an emergency (NiE) preparedness, response, and recovery by providing coordinated, accessible, and timely technical support, through multiple channels when requested.

ABOUT THE ROLE

The Communication Officer will be responsible for creating communications content on behalf of the SMART Initiative and for supporting communication efforts from the TST, to hype up all the work that is being done. The role also entails ensuring the implementation of the SMART Communication Strategy,

in full compliance with Action Against Hunger Canada's and its donors' policies, processes and procedures.

JOB RESPONSIBILITIES

- Work with relevant team members to conceptualize and implement the communications strategy and campaigns.
- Manage SMART initiative's social media, website, and newsletters.
- Support revamping the SMART initiative's website.
- Build and maintain effective working relationships with internal stakeholders and teams to ensure any content writing requests are fulfilled without errors or misinformation.
- Coordinate the collection and archiving of field materials with the SMART team and country offices.
- Track analytics and create reports detailing successes and engagement traffic.
- Ensure that all communications and marketing materials align with the organization's brand standards, including that of SMART and TST as well as with the donor/partner branding guidelines.
- Coordinate, implement and monitor the SMART communication strategy and content calendar, in close collaboration with the SMART team.
- Maintain digital media archives including photos and videos.
- Maintain pro-active exchange and collaboration throughout the Nutrition Department.
- Participate in project coordination meetings and produce meeting minutes.
- Lead and Revamp the TST materials including the 1-pagers and presentations.
- Support maintaining the Global Nutrition Cluster - Technical Alliance website by ensuring that all areas are kept up to date.
- Support the development of compelling content and materials to showcase, promote, and publish the work done by the TST more effectively.
- Support the TST Coordination Unit and World Vision in generating demand for the TST services.

QUALIFICATIONS AND EXPERIENCE

- Minimum 3 years of experience in communications, journalism, or in a closely related field.
- Bachelor's degree in communications, journalism, or in a relevant discipline.
- Experience working in complex environments with a high degree of organizational effectiveness.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES

- Fluency in English and French in both oral and written communications (fluency in Spanish or Arabic would be considered an asset).
- Excellent written and oral communication skills.
- Excellent understanding of communications strategies in the humanitarian and development sectors.
- Solid knowledge of communications, public relations, and marketing best practices.

- Ability to think strategically and identify ways of improving communications.
- High level of creativity in producing compelling and visually appealing content.
- Ability to multi-task and work independently under tight deadlines.
- Positive attitude and strong analytical, interpersonal, organizational, and coordination skills.
- Ability to work in teams and develop relationships through effective communication.
- Demonstrated commitment to Safeguarding and Gender Equality.
- Excellent knowledge of MS Office Suite (Word, Excel, PowerPoint).
- Excellent knowledge of Mailchimp, Google Analytics and WordPress.
- Knowledge of Adobe Photoshop, InDesign, Illustrator would be considered an asset.

Action Against Hunger Canada is committed to the creation of a diverse and inclusive workplace. We actively welcome applications from Indigenous persons, persons with disabilities, visible minorities, women, persons of all sexual orientations and genders. If you are invited to continue the selection process, please notify our human resources representative of any accommodation or special measures that you may require.

Action Against Hunger Canada is committed to promoting the well-being of people around the world and focuses its efforts on saving lives through the elimination of hunger. To that end, we uphold the principles of independence, neutrality, non-discrimination, unrestricted access to assistance, professionalism, and transparency in all our operations. We have ZERO TOLERANCE towards any behavior violating our Code of Conduct, including workplace violence, harassment and sexual harassment, any form of exploitation and abuse, corruption, fraud, and any behavior lacking integrity.

Action Against Hunger Canada is committed to safeguarding children and adults in the communities where we work. Our safeguarding commitment is to ensure that children and adults are protected from both deliberate and unintentional harm or abuse caused by Action Against Hunger staff, including the Prevention from Sexual Exploitation and Abuse (PSEA).

In an effort to safeguard children and adults in communities we work, our offers of employment are conditional on successfully clearing background checks that may include, but are not limited to, criminal records, vulnerable sector screening, and employment references.

If you are interested in this position, please apply online by 12:00 AM EST, Tuesday, March 15, 2022, using the following link: <https://apply.workable.com/acfcanada/j/F74FA94353/>

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.

To learn more about Action Against Hunger, visit our website at www.actionagainsthunger.ca