



TEACH FOR
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CANADA

TEACHFORCANADA.CA
apply@teachforcanada.ca

647-886-0640

215 Spadina Avenue
Suite 550
Toronto, Ontario
M5T 2C7

JOB OPPORTUNITY WITH TEACH FOR CANADA Director of Communications

Teach For Canada is looking for a dynamic, hard-working, team-oriented person to lead our communications and public engagement efforts.

The Basics

Job term:	Full-time, permanent
Hiring salary range:	\$68,000 - \$77,000 per year plus benefits
Start date:	February 6, 2019
Location:	Toronto, Ontario with frequent travel
Closing date:	January 7, 2019
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Interview dates:	Phone Interviews: January 10, 2019 Interview and Office Experience: January 14, 2019
Desired experience:	4+ years of work experience in communications or related field Proficiency with social media platforms and short video production

Our Approach

Overall, Canadian education is a success story. But high overall quality masks deep inequality. On First Nations reserves, 3 in 5 students do not complete high school. Small communities often face challenges recruiting and retaining teachers. And, too often, new teachers arrive in northern and Indigenous communities without the preparation and support they need to succeed—and stay—in the classroom.

Teach For Canada has joined northern First Nations communities in the movement to make education more equal. We are a non-profit organization that recruits, prepares, and supports outstanding certified teachers.

Our Culture

We dream big. Teach For Canada believes that committed, passionate teachers with strong leadership characteristics can ignite positive change. Our small, tightly knit team works hard to create meaningful impact. For a Director of Communications, this means working occasional evenings and weekends during the year and travelling to our community partners. Work-life balance is a priority, and we provide lieu time off for high-intensity work periods.

If you prefer working alone, dislike ambiguity, and adhere to a very strict schedule, then this job probably isn't right for you. But if you're looking for a fun, multi-faceted, energizing, and rewarding work environment that will push you every day, then we want to hear from you.



@TEACHFORCANADA



Your Responsibilities

The Director of Communications will report to the Vice President of Strategy and Operations and be responsible for leading Teach For Canada's communication strategy. Responsibilities will include:

Content Creation and Management

- Travel to First Nations partners and the Summer Enrichment Program to gather materials for communications (video, pictures, interviews, information)
- Work with editor to create videos about teaching in the North and Teach For Canada programs
- Create and update collateral about First Nations partners, teaching in the North, and Teach For Canada programs
- Manage, develop, and update website
- Develop and manage social media platforms (daily posts, campaigns, etc.)

Support Organizational Communications

- Support development of department specific communications materials (e.g. job postings)
- Create quarterly newsletter
- Develop and update Teach For Canada's communication policies and protocols
- Oversee brand consistency and integrity
- Manage relationships with communications vendors
- Research communication best practices and keep organization up-to-date on innovative approaches

Communications Strategy

- Develop yearly and long term communications strategy
- Build out government relations portfolio
- Engage with media and promote media coverage
- Review and analyze effectiveness of communications

Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the histories, cultures, and goals of Indigenous communities in Canada.
- **You are a skilled communicator:** Your written skills are impeccable; you can talk about complex situations clearly and compellingly.
- **You have an eye for detail:** You take the time to fine-tune materials until the final product looks just right; you edit until every last letter and comma are in the right place.
- **You are a jack of all tech:** You are proficient in WordPress; you know how to optimize different social media platforms; you stay informed about the latest social media innovations and tools.
- **You are relationship-focused:** You seek to build and sustain positive relationships to facilitate constructive collaboration.



- **You are self-motivated:** You manage your time effectively; you see an idea through to its successful execution; you take initiative to fill gaps and address challenges.
- **You are a team-player:** You seek to support your colleagues and their projects; you work to advance both the organization's and your department's goals.

Application Process

Please send **one** PDF file containing a resume and cover letter addressed to Katie Vander Wielen to apply@teachforcanada.ca by **11:59pm Monday, January 7, 2019**. The successful candidate will be required to apply for and obtain a Police Records Check for the vulnerable sector.

Teach For Canada is an equal opportunity employer. As an organization that works with Indigenous communities, we value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply.

