



Job Posting Community Organizing and Communications Coordinator

About AECEO

The AECEO is the professional association for registered early childhood educators (RECEs) in Ontario. AECEO advocates for respect, recognition, appropriate wages and working conditions for all RECEs. The AECEO's mission is to build and support a strong collective voice for RECEs so they can participate in and influence positive change that benefits children, families, educators and communities.

AECEO is a membership based organization with approximately 2,000 current members. Our members are individual RECEs, ECE students, early years staff and child care organizations/programs from across Ontario.

About the Professional Pay & Decent Work Campaign

Since 2013 the AECEO's Professional Pay & Decent Work Campaign has been successfully engaging and organizing hundreds of RECEs, early years staff, parents and community members in Ontario to advocate for quality affordable early years and child care programs where RECEs and staff are well-supported with professional pay and decent work. The overarching goal of this campaign is to build and sustain an ECE led movement for decent work. The Community Organizing and Communications Coordinator will assume a leadership role within the Professional Pay & Decent Work Campaign. The campaign is a project funded by the Atkinson Foundation Decent Work Fund. Our project partners include the Ontario Coalition for Better Child Care (OCBCC), Institute for Change Leaders (ICL) and Atkinson Centre for Society and Child Development.

Deliverables

As part of our organizing efforts we have established five (5) Local Decent Work Advocacy Teams in Toronto, Halton, Waterloo, Ottawa and Thunder Bay and plan to establish two (2) additional teams in 2019. Each team has approximately 10 volunteer members. The Community Organizing and Communications Coordinator will assist the AECEO in delivering expected outcomes for 2018-19.

Job Description

The Community Organizing and Communications Coordinator is responsible for supporting and coordinating seven (7) local Decent Work teams, the successful planning and implementation of campaign and communication strategies and events, and other organizational duties as assigned.

Primary Responsibilities

Community Organizing and Campaign Coordination

- Develop, implement and advise on campaign plans, strategies and materials/tools
 - Recruit and coordinate campaign volunteers and support the development of new local decent work advocacy teams through outreach initiatives and management/analysis of NationBuilder database

- Coordinate, mentor and support local decent work advocacy team leads and volunteers
- Oversee development of local decent work advocacy teams' campaign events and activities
- Travel to and make presentations at community events and other outreach opportunities
- Establish and maintain professional working relations with members, community and sector partners/stakeholders and leaders, organizations, government and the College of Early Childhood Educators

Communications

- Manage the organization's social media accounts (Facebook, Twitter & Instagram) including the development and execution of creative, engaging social media strategies, creating original posts/content, sharing sector/decent work campaign news, and responding to followers/comments
- Develop, format and schedule AECEO e-blasts on NationBuilder
- Plan, develop and coordinate marketing strategies as they relate to professional learning or decent work campaign events including programs, promotional strategies and materials, and outreach
- Participate in the development and implementation of membership outreach, retention and recruitment efforts/campaigns and materials
- Participate in the draft & dissemination of press releases/media advisories and contribute to the creation of AECEO policy responses and submissions to government
- Contribute to the content, publication and dissemination process for the AECEO's quarterly eceLINK magazine

Website Management

- Manage all aspects of the organization's NationBuilder website including maintenance & development, content creation, and architecture/layout

Professional Learning and Campaign/Project Events

- Lead and coordinate professional learning and decent work campaign/project events and conferences; oversee registration and all event arrangements and logistics

Qualifications

Degree in Communications, Humanities, Social or Political Science, Early Childhood Education or related field of study, or equivalent combination of education and experience

Skills, knowledge and experience

Required

- Experience in campaign and community organizing
- Project and time management skills
- Leadership skills

- Ability to administer a non-partisan campaign including knowledge of the rules for registered charitable corporations
- Strong written/verbal communication and presentation skills
- Ability to build and maintain strong and collaborative relationships with diverse partners, stakeholders and volunteers
- Ability to travel within Ontario
- Ability to work some evenings and weekends

Preferred

- Knowledge of/experience in early childhood education sector or women's issues
- Experience lobbying politicians/government on public policy Website management/maintenance experience including familiarity with HTML/CSS, NationBuilder platform
- NationBuilder or similar database management experience
- "G" driver's license or equivalent full driver's license

Asset

- Experience working collaboratively with Labour groups
- Knowledge of Public Narrative Framework and the Snowflake organizing model
- Video creation/editing experience/skills

The AECEO welcomes applications from all qualified individuals, including individuals within the employment equity categories of women, trans people, persons with disabilities, members of visible minorities and Indigenous persons, individuals of diverse gender and sexual orientations and all groups protected by the Human Rights Code. If you are contacted by the AECEO regarding this job opportunity, and require an accommodation due to disability to participate in the recruitment and selection process, please advise and we will work with you to meet your needs.

We thank all applicants however only those selected for an interview will be contacted.

This is a full time, salaried, contract position for 1 year with the possibility of extension.

Salary: 50,000/year, plus benefits after 3 months

Work location: AECEO Office, 489 College Street, Toronto, Ontario

Application deadline: February 18, 2019

Please send your resume and cover letter to: info@aeceo.ca