

## **Job Posting Full Time Opportunity**

### **HCBN Social Media/Administrative Coordinator**

Are you an energized and engaged Hamilton resident with a passion for social justice and community building? Do you want to help amplify the voices of residents in the change going on in our city? Do you want to make sure that the most marginalized in our City don't get left behind in the dialogue? Then you should apply for this exciting position with a growing Not-for-Profit organization.

#### **Employer:**

The Hamilton Community Benefits Network was initially established in 2017 as a Community-Labour Coalition in response to the opportunities presented by the original announcement of full capital funding from the Ontario Government for the Hamilton Light Rail Transit project. The Hamilton LRT project fell under the Ontario Infrastructure for Jobs and Prosperity Act Bill 6, which with hard work from the Community, included Community Benefits requirements for some infrastructure projects in Ontario. HCBN was inspired by the success of the Toronto Community Benefits Network. Community Benefits Agreements have shown the potential to engage residents granting them a voice in changes to their community. With the once-in-a-generation opportunity of the Hamilton LRT to reshape the city, HCBN seeks to secure material gains in decent work and affordable housing to help offset the effects of Gentrification and displacement large infrastructure projects tend to bring to the Community. The Hamilton Community Benefits Network (HCBN) has partnered with the Hamilton Centre for Civic Inclusion (HCCI) and is engaged in building a Community Benefits Movement in the City of Hamilton. The current focus is on understanding community interests and demands around a Community Benefits Agreement from the Hamilton Light Rail Project. The HCBN has 8 organizational Foundation principles:

- 1. Provide equitable economic opportunities that promote economic inclusion through apprenticeship**
- 2. Contribute to the integration of skilled newcomers into Professional, Administrative and Technical jobs**
- 3. Contribute to neighbourhood and environment improvements through building new infrastructure**
- 4. Support social enterprises and other related vehicles to economic inclusion through commitments to social procurement**
- 5. Ensure clear commitments and accountability from all parties to deliver to the CBA**
- 6. Distinguishing Justice from Charity**
- 7. Economic Justice “a set of moral principles for building economic institutions, the ultimate goal of which is to create an opportunity for each person to create a sufficient material foundation upon which to have a dignified, productive, and creative life beyond economics.”**
- 8. Broader engagement across the whole city including access to faith organizations, disabled residents, racialized residents, and those outside traditional structured organizations**

**Job Description:**

This position will require you to work with the whole HCBN team in the important engagement of community members and organizations to advance the Community Benefits Movement in Hamilton. This position will see your duties split between online social media engagement and organizational administrative tasks. You will be responsible for building the organization's social media presence, including posting video content, text and blog posts. You will organize email lists and provide regular updates to volunteers, organizations, community members and members of HCBN. You will work with the team in the production of videos and webinars on Community Benefit subjects. Office administrative tasks will be required including note taking, agenda creation and distribution of minutes. Ongoing replies to email communication, meeting scheduling, organizational calendar management and general office administration will form part of your duties. You will work with the team on responding to and updating social media requests, manage the website, Twitter, Facebook and Instagram accounts of the organization. The position will require a comfort level in interviewing and appearing in organizational video updates. As part of your duties, you will assist other staff in report generation, grant writing, and stakeholder reports. You may be called on to participate in community engagement sessions. On a flexible schedule, you will be expected to assist the HCBN staff and coalition partners in the education, empowerment and mobilization of Hamiltonian's community benefits asks. Your work will enable the HCBN to grow its membership, connect with residents and volunteers, and reach into areas across all 15 wards of the city to identify and organize engagement sessions. The role will require in person and remote meeting work and some events, meetings and seminars. Job flexibility as the pandemic continues is a must. You must be able to bring an, intersectional, anti-racist and anti-oppression lens to day-to-day work and strategic planning.

**Requirements and Qualifications:** You will be a passionate community engaged individual who enjoys connecting with new groups and people. You will need to be able to work alone as well as in a group. Lived experience or 2 years of college education is required with an emphasis on public relations, communications, and community engagement. Excellent verbal and written communication skills are required. Organization and self-direction are strong requirements for this role. This position will require extensive experience in MS Office/Google Office products, Adobe Creative Suite, Google Analytics, Survey Monkey, and MailChimp. You will have to understand social media communication and having some experience in brand building is an asset. Bringing knowledge of WordPress or other web skills would be very beneficial to this position. You will work to effectively communicate HCBN events, services and interact with the public through social media on behalf of the organization. You will help shape some of the marketing materials, posters, campaigns and engagement online. Skills in online engagement, communication, digital community engagement and movement building will be at the core of this position. The position will require administrative assistance tasks as you support the other core staff in organizing meetings, record keeping, note taking, report writing, and editing of HCBN documents. The work at HCBN in this role will be centered on Community Outreach and Engagement and building the Community Benefits movement through online engagement. It is important that outreach is also centered on reaching marginalized communities across the city. Minor video editing, recording of Instagram, Twitter and Facebook videos. Some experience in the arts and an artistic background will be considered an asset. Bilingual or Multilingual abilities will be considered a strong asset. This job will require working some weekends and evenings.

It is a full-time position demanding **37.5 hours a week**. Initial contact for 6-Months to be extended to 2 years based on available funding. This position includes benefits, paid vacation, and sick days. At \$45,000-50,000 a year, this is a salaried position. As the organization grows and additional funding opportunities unfold, additional salary may be possible.

**How To Apply:** Applications may be submitted by email [info@hcci.ca](mailto:info@hcci.ca), Posting Closes Jan 14<sup>th</sup>, 2022, at 5pm. With the position starting the week of Jan 24<sup>th</sup>, 2022.