



JOB POSTING: COMMUNICATIONS COORDINATOR

Location: Toronto, Canada
Terms: Full-time permanent
Deadline for Applicants: September 26, 2008

The Maquila Solidarity Network (MSN) is a labour and women's rights organization working to improve the wages and working conditions of workers in the global supply chains of retailers, manufacturers and brand merchandisers. In the last few years, our work has focused primarily on the garment and sportswear industries, with a geographical focus in Latin America. We have an office in Toronto, and a small office in Mexico City.

Our fundamental objective is to win respect for workers' rights. Our program focuses on two interconnected strategies – intense work with local and national partners in countries producing for export to strengthen their capacity to pressure and engage with brands, manufacturers and governments, and work at the international level on campaigns and engagement to make companies and governments more accountable and transparent.

For more information about our work see: www.maquilasolidarity.org

SCOPE OF WORK

MSN is looking for a new staff person to coordinate communications, networking and outreach and to provide program support. The work will include outreach to network contacts, maintaining our website, media support and contact data base management. Because our primary network contacts are in Latin America, communication with Spanish-speaking contacts is an important component of this position.

RESPONSIBILITIES

Communications

- Track, monitor, review and file resource materials.
- Coordinate translation and/or revision of materials between Spanish and English.
- Maintain and upkeep of MSN website (Spanish and English).
- Coordinate preparation of MSN's print newsletter, e-mail bulletin and other publications.

- Write, edit and proofread for MSN's website, newsletter and network and media updates.
- Assist in the preparation of MSN's annual report.
- Coordinate translation and/or revision of materials between Spanish and English.

Network Outreach

- Respond to requests for information and facilitate contact with new supporters.
- Reach out to existing network contacts in Canada and internationally.
- Draft renewal and follow-up letters to MSN's member donor base.
- Maintain and update network database.

Coordinate Media Work

- Media monitoring and outreach.
- Maintain and update media database.
- Respond to media requests.

Program Support

- Provide research and program support to program coordinators.
- Assist in coordination of and promotion of MSN events.

REQUIREMENTS

- Minimum 2 years' employment in communications.
- Experience working in labour, women's rights, and/or solidarity organizations.
- Excellent written and spoken communication skills (in English and Spanish).
- Website and/or publication management experience.
- Strong computer skills in a Windows environment, including Microsoft Office.
- Attention to detail.
- Well organized and able to keep track of multiple ongoing tasks.
- Experience working both independently and with a small staff team.
- Eligible to work in Canada.
- Able to travel both in Canada and internationally.

The following are not required, but preferred:

- Experience administering website Content Management Systems (preferably Drupal).
- Experience administering Constituent/Consumer Relations Management systems (preferably CiviCRM).
- Knowledge of issues related to labour rights and corporate accountability.
- Knowledge of labour and/or women's issues in global supply chains.
- Additional language skills.

SALARY: Competitive within our sector.

TO APPLY:

Send a cover letter, resume, and two writing samples.

- Your letter should explain your interest working MSN and the reasons you feel you are qualified for the position. Please also outline your salary expectations.
- One of the two writing samples should be written for this position, approximately 500 words in length, in a newsletter format and on a relevant topical issue -- for example, the recent Nike forced labour “scandal” in Malaysia.

Your application package should be sent to: jobsearch08@maquilasolidarity.org

Please include the job title in the subject line and make sure attachments are Microsoft Word or PDF files.