



## COMMUNICATIONS AND DIGITAL CONTENT OFFICER JOB POSTING

<b>Position Title:</b>	Communications and Digital Content Officer
<b>Position Term &amp; Type:</b>	Full Time; Term Position with possibility of renewal
<b>Location:</b>	Ottawa, Canada
<b>Immediate Supervisors:</b>	Program Manager – Donor Relations
<b>Estimated Start Date:</b>	August 1, 2018 (flexible)
<b>Application Deadline:</b>	July 22, 2018
<b>Language Profile:</b>	Bilingual English-Spanish Essential

### ABOUT US

ParlAmericas is the inter-parliamentary institution that promotes parliamentary diplomacy in the Inter-American system. Convening the national legislatures from North, Central and South America and the Caribbean, ParlAmericas works to strengthen democratic governance in the hemisphere by enhancing the ability of legislators to fulfill their roles and responsibilities through exchanges of parliamentary best practices and by promoting cooperative political dialogue and action on regional issues.

### JOB SUMMARY

Under the supervision of the Program Manager – Donor Relations, the Communications and Digital Content Officer, is responsible for key aspects of ParlAmericas' communications activities.

ParlAmericas is a small, dynamic, open-concept office environment, requiring good communication and close collaboration amongst all ParlAmericas staff. Program delivery will require occasional travel and some irregular work hours.

### PRIMARY RESPONSIBILITIES

- Draft, review, edit and ensure that proper etiquette and protocols are applied in all official correspondence with Member Parliaments, National Sections, ParlAmericas Board Members and other stakeholders
- Conceptualize, write and edit digital content, ensuring that ParlAmericas maintains an active and engaging website to maximize the distribution of information and resources for members and stakeholders
- Develop and/or edit social media content and coordinate its weekly dissemination (Twitter, Facebook),
- Regularly monitor social media to interact with Member Parliaments and stakeholders
- Enhance ParlAmericas' social media presence through regular analyses of web and social media usage and by developing approaches to optimize uptake
- Support the conceptualization, writing and editing of ParlAmericas publications, reports, fact-sheets, briefs and communication materials (including information packages, brochures, press releases, op-ed pieces, power-point presentations, media kits, promotional materials, annual



reports, etc.)

- Working collaboratively, plan and implement program-related digital campaigns to support outreach and dissemination of information with members
- Support the social media and public relations dimensions of ParlAmericas events and activities in consultation with Program Managers and partners
- Ensure that all program-related digital communications plans and campaigns are aligned with corporate strategies, standards and objectives.
- Support the Director General in liaising with, and compiling documents for meetings of the Board of the Directors
- As needed, format or design documents such as reports, toolkits, fact-sheets, questionnaires, forms and templates
- Support the maintenance of program files (electronic and hard copy archiving), and to updates of ParlAmericas' directory of contacts and databases
- Review, edit and validate outsourced translations; execute in-house translations when required
- Support team members and take on other tasks and duties as required for the delivery of ParlAmericas programming

#### QUALIFICATIONS

- Minimum of a university degree or technical school certificate in a relevant field
- Minimum 2 years of professional experience producing document and digital content (written and visual) for the public in a relevant field
- Demonstrated excellence in written communication in **English and Spanish**, including the ability to:
  - write with clarity and precision;
  - analyse, organize and synthesise complex information, using creativity and visual elements where relevant;
  - edit and proofread, with superb attention to language structure, grammar spelling and other details, including sensitivity to protocols/etiquette and the use of gender-inclusive language;
- Experience working with a variety of media, including knowledge of search engine and social media optimization best practices
- Experience working with Content Management Systems, Outlook and MS software applications (Word, Excel, PowerPoint), editing software (Photoshop, Publisher, Open Source Software), and social media platforms and tools
- Exceptional organizational skills
- Ability to work independently and as part of a team using initiative, diplomacy and judgment
- Ability to deliver assignments under short deadlines and resource limitations and to balance multiple activities and demands
- Experience working in a diplomatic or political environment considered an asset
- Experience working in Latin America considered an asset
- Experience and/or interest in visual design considered an asset
- Working knowledge of French and/or Portuguese considered an asset



- Availability for travel abroad, when required
- Eligible to work in Canada

Please send your C.V. and cover letter in English, and a writing sample in Spanish, **no later than Sunday, July 22, 2018** to [carla.li@parlamericas.org](mailto:carla.li@parlamericas.org).

**ParlAmericas is an equal-opportunity employer, offering competitive compensation and a stimulating, professional work environment. Visit us at <http://www.parlamericas.org>.**