

RFP for the Slow Food in Canada Canadian Communications Coordinator

Role:

The selected candidate, under the direction of the Slow Food in Canada Executive Board will develop and execute a National Communication Strategy for the Slow Food Movement in Canada and will report to the Slow Food in Canada President. This is a bilingual position.

Term:

~~January 1, 2013 – June 30, 2013~~

August 1, 2013 to January 30 2014

The responsibilities will include:

- manage the collection of information from the Canadian Slow Food network
- produce and coordinate the monthly newsletter in French and English
- manage the website content, including inquiries to info@slowfoodcanada.ca; any inquiries that are beyond the skill or knowledge of the Officer can be sent on to the Secretary in French and English
- manage social media channels (Facebook page, Twitter) in French and English
- write articles and editorials to include the coordination of translations to adhere to the guidelines and/or bylaws of Slow Food in Canada
- manage copyright
- edit graphic design
- answer web, email and other media requests in French and English
- transmit press requests to the appropriate spokes person
- liaise with the Slow Food in Canada executive board
- provide an invoice to the board monthly regarding hours and work done

Skills:

- mastery of the French and English languages in spoken and written form
- knowledge of a third language is beneficial
- translation experience
- ability to develop and execute a Press Release
- mastery of CMS Word Press
- knowledge of design software, such as Photoshop, Illustrator, Dreamweaver and In Design
- knowledge of social media management tools (Twitter, Facebook)
- knowledge of Microsoft Office suite or Library Office suite

Prerequisites:

- minimum 2 years of communication experience, ideally for a provincial or national non-profit focused on sustainable food, agriculture or food security
- extensive knowledge of the Slow Food mission, its organization and international and national projects
- good knowledge of Canadian food politics
- possess a strong network in agriculture, and food and beverage industry

Conditions:

6 months contract, renewable

8 hours a week

Salary of \$500 a month