



Job posting – WPF 2.0 Restart Coordinators: Communications and Design Coordinator

Would you like to help children live, learn, lead, and play in safe and responsive communities? Would you like to work with people who prioritize kindness, respect, and cooperation in their day?

WITS Programs Foundation (WPF) offers Canada's national bullying-prevention programs - WITS (in English) & *DIRE (en français)* and organizes activities for Pink Shirt Day Canada. We are building a team to complete an organizational enhancement project that includes adaptations due to COVID19.

This team (the Transition Manager + 4 coordinators) will oversee **WPF 2.0 – Restart**. Working with WPF staff, subject matter experts, contractors and volunteers, the team will help WPF reach more children and provide them with the tools and confidence to end bullying.

The WITS Programs Foundation mission is “to create capacity in communities to promote safety and healthy relationships,” and that includes our hiring processes. We are an equal opportunity employer; we particularly invite people who are Indigenous, francophone, persons with a disability, or refugees or immigrants to apply. The ideal candidates have a passion for kindness, are self-motivated, and are eager to learn. If you require accommodation at any stage of the application process, please let us know.

Term: December 14, 2020 to August 20, 2021

Location: Team members may work from home (support is available for creating an appropriate home work space) and, as required, in the WITS Program Foundation office at 398 Fraser Street in Esquimalt. Policies and protocols regarding COVID19 are in place.

All positions will gain the following experience and learning:

- Peer-based anti-bullying programs, program development and evaluation
- Customer and partnership development
- Customer relationship management systems
- On-line event management
- Communications: branding, marketing, website design in WordPress
- Remote video training
- Project planning and management
- Plus, courses in inclusion and diversity

The **Communications and Design Coordinator** will also gain experience with

- developing and implementing brand standards,
- brochures re-design and working with translators for multiple languages,
- web site design and content development in WordPress,
- creating e-newsletter templates and messaging,
- social media messaging, audience, evaluation, templates and scheduling,
- some experience with online events and campaigns

JOB DESCRIPTION

This position will ensure that professional design and brand consistency takes place across all aspects of WPF 2.0 Restart project elements. The bulk of this work will involve the makeover of a 300-page website. In addition, they will work on the design and creation of various electronic documents.

Duties:

- Design and production for web site,
- Development and dissemination of e-newsletters and social media
- Other promotion, messaging and advertising in electronic formats
- Provide assistance to the Customer Experience Coordinator
- Reporting and record keeping
- Writing protocols for future use of systems developed

Requirements:

- Participants must be able to speak and understand English as translation services may not be available.
- Intermediate computer skills are required. Some experience with cloud-based systems such as Google Drive is beneficial.
- Some design experience is preferred. Please list design software you've worked with in your resume.

TO APPLY

Email your resume to Shannon Whissell communications@witsprogram.ca with the subject "Communications and Design Coordinator Application." Instead of a cover letter, please include a brief self-introduction in the body of your email. Examples of your design work are welcome.

IMPORTANT:

Applications require referral through a WorkBC centre.
Applications should be submitted no later than December 1, 2020
Applicants must be legally entitled to work in Canada

Any questions the WPF office receives about this opportunity will be answered online at witsprogram.ca/jcp.

NOC CODES:

- 1123 - Professional occupations in advertising, marketing and public relations
- 2175 - Web designers and developers



This program is funded by the Government of Canada
and the Province of British Columbia.