



Impact Organizations of Nova Scotia

Improving Lives by Empowering Community



WORKING WITH
OUR TEAM!

Digital Marketing & Admin Coordinator

Commitment to Team Diversity

Impact Organizations of Nova Scotia (IONS) is working toward a vision of a decolonized, just and equitable Nova Scotia and that starts with us. IONS is committed to building a staff team that reflects and values the diversity of the province. We strive to ensure a culture that supports a variety of perspectives and lived experiences. We are committed to being an intentionally inclusive and equitable employer and creating an exemplary welcoming environment.

We are intentional in our recruitment approach and encourage applications from African Nova Scotians, those from Indigenous communities, other racially visible persons, the 2SLGBTQIA+ community, and persons with disabilities and will prioritize diversity in our selection process. If you are a member of one of these equity-deserving groups, please self-identify in your cover letter and/or resume.

Introduction

The IONS team is passionate about supporting Nova Scotia's Community Impact Sector and has a culture rooted in learning, challenging dominant ways of working, and building trust-based relationships. We engage in continuous adaptation based on our experiences and feedback, both in relation to what we offer the sector and how we work together internally. We are committed to advancing JEDDI (Justice, Equity, Decolonization, Diversity and Inclusion) at an individual, organizational, and sector level.

Our team is headquartered in Halifax with the ability to support remote team members. We work closely with impact organizations across the province and are dedicated to working collaboratively with regional partners, especially in rural areas. Our mission is to champion and build the capacity of Nova Scotia's impact organizations, moving collectively in unwavering pursuit of healthy, vibrant futures for all communities, people, the land, and living beings. To advance this work we're expanding our team with the addition of a full-time digital marketing and administration support role.

Working with IONS

IONS currently has six full-time staff, five of which are based in Halifax and one in Cape Breton. We are currently examining how we structure and work together and are on a path toward an organizational model that prioritizes peer-to-peer accountability and collaborative teamwork over hierarchy. You will be joining us while we are still on this transitional path – so an interest in experimenting with new ways of working will be important! We are committed to developing a healthy workplace culture that helps to prevent burnout and are also currently piloting a 4-day work week with the hopes of making it a permanent organizational policy.

- This is a full-time position with a dynamic and passionate team.
- This position has the option of being based in the Halifax office or working remotely.
- Hybrid working options are available if based in the Halifax area.
- Compensation will be between \$45,000-55,000 commensurate with experience and partially paid group benefits will be offered after a six-month probationary period.
- A 4-day work week (Fridays off – totaling 30 hours/week with some flexibility within the working day) will be in place until March 31, 2022, with the possibility of becoming a permanent policy.
- Vacation (starting at 3-weeks), wellness days, and paid time off during the office closure throughout the winter holiday period will be part of the compensation package.

About Impact Organizations of Nova Scotia

Located in Mi'kma'ki, Impact Organizations of Nova Scotia (IONS) connects, supports, and advocates for Nova Scotia's Community Impact Sector. Celebrating 10 years of promoting a healthy, sustainable sector, IONS (formerly the Community Sector Council of Nova Scotia) is one of 14 Industry Sector Councils funded by the Nova Scotia Government Department of Labour, Skills, and Immigration (LSI). Our role is to address sector workforce challenges, to build capacity within organizations, and to increase access to expertise, opportunities, and resources. IONS provides skill building and learning opportunities, network development opportunities, and supports for impact organizations.

Over the past few years, our focus has evolved and expanded to fully embrace our role championing the Community Impact Sector— voicing and amplifying the vital services and work of impact organizations. With systemic issues and major social challenges facing those living in Nova Scotia, we recognize the crucial and urgent need for a more just, equitable, and community-driven approach to re-envisioning our society. IONS is more determined than ever to highlight the need for the Community Impact Sector as a balancing force for social good and positive change.

IONS: Join Our Team!

Digital Marketing & Admin Coordinator

How You will Support the IONS Team

We are seeking an individual who is passionate about purpose-driven work and takes pride in being both organized and creative. You will be supporting nearly all aspects of IONS' work, so you'll have to be comfortable with changing tasks and jumping in where needed. We hope to find someone who loves working collaboratively, values diversity of knowledge and viewpoints, and is solution-oriented. You will also need to be very comfortable with learning and using a variety of technology systems for communications and events, and supporting general logistics and administrative tasks. We also want to make sure you have opportunities to engage in projects that peak your interest and help you develop your leadership skills.

What Does the Role Involve?

The Digital Marketing and Admin Coordinator role will report to the Managing Director and work closely with the Communications Manager and Operations Manager, as well as with all team members depending on the project. The role will include oversight of IONS social media and web site updates, various event logistics (both virtual and in-person), and other administrative tasks as needed. The percentages listed in the table below are meant to offer a high-level view of how we anticipate time in this role will be spent, but please note that this may change depending on current priorities.

Activity Area	Key Responsibilities
Social Media (30%)	<ul style="list-style-type: none"> • Work with the Managing Director, Communications Manager and other team members to design an annual social media plan. • Work with the team to implement the social media plan through the IONS social channels (Twitter, Facebook, Instagram, LinkedIn), including promotion of IONS events and research, as well as highlighting relevant sector information produced by others. • Design and create engaging social media content that effectively translates information for the sector and its stakeholders. • Assist in curating content relevant to the sector.

Activity Area	Key Responsibilities
Web Site Updates (15%)	<ul style="list-style-type: none"> Proactively monitor the IONS web site to ensure information is up to date as it pertains to the organization and current events. Ensure sector job ads, funding opportunities and other resources are posted online in a timely manner and removed when they become outdated. Work with the team to suggest ongoing web site updates to make it as user-friendly and useful as possible.
Event Logistics and Operations Support (30%)	<ul style="list-style-type: none"> Develop Eventbrite invitations for IONS events (both virtual and in-person) as needed. Provide logistics support for IONS events ranging from tech support to arranging hospitality, etc. Effectively use and implement new technologies to support IONS communications (internal and external) and events e.g., webinars, online learning platforms, project management systems, etc.
General Administration (15%)	<ul style="list-style-type: none"> Provide administrative supports to IONS team members as needs arise – tasks could include helping with formatting and designing reports and other documents, collecting evaluation data, analyzing communications data, etc. Provide editorial support to the IONS team, ensuring brand consistency and publication-ready content for reports, policy briefs, submissions, presentations, and other materials.
Project Work and Organization-wide Priorities (10%)	<ul style="list-style-type: none"> IONS is increasingly moving toward a team-based environment where every team member has an opportunity to engage in project work that may be outside their core responsibilities but of interest to them. As such, a portion of time will be allocated for project work that is energizing to the team member.

We're Hoping to Find a Dynamic and Motivated Person Who:

- Is very comfortable working in a MS365 environment including the use of SharePoint, Teams, Outlook and MS Office products.
- Is proficient with a variety of event and meeting technologies (ideally Zoom webinar, Vimeo, Eventbrite, Keela (or other popular CRMs)) and can easily and intuitively learn new technology systems.
- Is adept at trouble-shooting and problem-solving technological and digital systems.
- Has formal training in communications, marketing, business, event planning, or another related field along with 1-2 years' experience in a communications, marketing, event, or community support role; or 4 years' minimum experience in a communications, marketing, event, or community support role*.
- Has experience with social media management platforms (Hootsuite) and website back-end management and plug-ins (WordPress).
- Has excellent written and oral English communication skills.
- Has experience using design software or tools (e.g., Canva, InDesign, etc.).
- Is committed to anti-racism/ anti-oppression, equity, and empowerment of equity-deserving groups.
- Is a team player who exhibits and embraces the values of IONS.

* We recognize that learning and knowing happens in many ways and values perspectives from lived experience, thus equivalent combinations of education and experience will be considered.

Want to be a Part of Our Team? (How to Apply)

Deadline: Applications will be accepted until midnight on Tuesday, December 5th

Start Date: We are hoping to have someone in place by mid-January

Submission Process: [Fill out the form here](#) to submit your application!

What's the Process?

The hiring process often privileges white, able-bodied, neurotypical people who can conform to Eurocentric ways of working and being. We recognize the inherent power dynamic within the capitalist hiring process which weighs heavily in favour of the organization. In keeping with our JEDDI commitments and recognizing that the hiring process is relational work, we're consciously iterating new ways of approaching how we do this. We're ready to hire our next team member, but we also want you to want to choose us as an employer.

What You Can Expect:

- Once you apply through the form, you'll receive an automated confirmation email. The IONS team will then review all applications to determine who we would like to learn more about. As this is relational work, every applicant will receive an email whether you've been selected to move forward for an interview or not.
- Initial interviews will be held virtually via Zoom or in person at our Halifax office depending on location, availability, and accessibility for the candidate(s).
- We understand the stress and anxiety of these processes so we will send a copy of the interview questions to everyone in advance of our conversation.
 - Heads up - we may reach out for a second round!
- We recognize that creating an application and preparing for an interview is unpaid labour so a \$50 honorarium will be offered to everyone who participates in the interview process.
- We want you to have a sense of what it's like working with us, so we'll provide space in the interview for your questions, and we can also provide references for our team.

If you require any accommodations in submitting your application or navigating the process, please reach out to Alexandra Theroux, Operations Manager at alexandra@ions.ca