

IONS Pre-Interview Package

People Centred Interviews

IONS is committed to developing and supporting a workplace culture that prioritizes people. We are aware that position interviews are typically a very formal and structured with power dynamics leaning heavily in favour of the employer. As part of our commitments to JEDDI and dismantling colonial and capitalist practices, we have adjusted our hiring processes – and continue to do so – to work toward balancing that dynamic.

The following document outlines what you can expect at your upcoming interview with members of the IONS team. We hope that this document helps you to feel more prepared and relaxed for our conversation.

With that in mind, we encourage you to show up to the in-person interview in what you're comfortable or confident wearing and if you are interviewing virtually, that you are able to surround yourself with things that will help ground you.

Our goal is to host a conversation with you so that we can all get to know each other better to see if this is a relationship we want to develop further.

What to Expect

During the interview

References / Resources / Portfolio – We encourage you to bring or have available any documents, notes, or resources you'd like to be able to refer to or share with us to feel comfortable about responding to the below questions.

Virtual Meeting – We encourage you to turn your camera on or off as needed during the interview - we understand that Zoom fatigue is real.

In Person Meeting – We will have printed copies of the following documents available for you to refer to during the interview if you come in person:

- Position Description
- Interview Questions
- Our Process

A note about our space: While we prioritise JEDDI and creating welcoming and accessible work environments, our Halifax office is not a physically accessible space. There are stairs at both entrances and the doorways are not automated. If you are a person with mobility issues that would make this difficult to navigate, we are very happy to host your interview virtually or work to find an accessible location to meet you in person.

In Conversation With

For this interview you will be meeting with two of the IONS Team – we’ve provided some information about ourselves below so that you can get to know us a little since we got to get to know you before the interview too.



Lydia Phillip
Communications
Manager
(aka – The
Pyrotechnician)

[Meet Lydia!](#)

My Favourite IONS Content: I love that I get to create content that aligns with my values as well as the organization’s! I’m really proud of my most recent piece, [Resisting a Rest](#), about how urgency culture upholds colonialism, capitalism, and white supremacy – and how it shows up in our work and what we can do about it. Do you ever create a thing and you’re like, “Yup that’s magic”? This IONS blog is one of those for me. :)

The book I will recommend a million times over: Hmm this is tough because there’s so many books that I’ve gotten so much out of. But if I catch wind that you’re even a little bit of a reader, I will for sure be telling you to read “[Hench](#)” by Natalie Zina Walschots.



**Alexandra
Theroux**
Operations
Manager
(aka – Maker of
Magic)

[Meet Alexandra!](#)

My Favourite IONS Content: There’s a lot coming up that I’m really proud of and excited for but of the recently published works that I’ve done for our IONS communications, [this blog on Art for Impact](#) (co-written with my Interview partner) stands out for me since it combined my love of creativity with my desire to make change.

My Favourite Book of 2022 (so far): I am a GIANT bookworm (understatement) so this question always hard but the book I’ve recommended the most this year is *The House in the Cerulean Sea* by TJ Klune – I’ve read so many more of his books this year but this was my first and it is the most wholesome bit of magic you’ll ever read.

The Role

Digital Marketing & Admin Coordinator

This is a new position that has been designed out of a recognized need for support on our programming, communications, and day-to-day project coordination. IONS has grown a lot in the past year and continues to grow as we move into 2023. We’re excited to be able to offer an opportunity for someone who is energized by digital marketing and coordinating logistics to help us get out into community to make an impact.

For your reference, we have linked the position description document included in our original posting.

[Digital Marketing & Admin Coordinator – Opportunity Brief](#)

The Questions

Below are the questions we plan to review with you in your interview. The document includes an estimate of how much time we have allotted to gather a response from you – these times are flexible and are only included to help you get a sense of the amount of space we’re holding for your answers.

Getting to know you (~5 min)

Choose ONE of the following to respond to:

1. What's one book you've read and rated 5-stars and why? (Not a bookworm? Feel free to share a podcast, movie, art, campaign, etc.).
2. Bring an object to the interview that reflects something about/ important to you that you'd like to speak to.

Social Media Marketing (~10 min)

IONS produces a lot of content, events, and activities that are shared through our key digital channels (social media, website, and e-newsletters). This role will include a level of content curation, social media management, graphic design, website updates, and digital strategy.

1. What is your approach to social media planning and engagement? (i.e., what tool(s) do you use? Process? Organization, etc.?)
2. Please provide us with an example of a social media campaign or an event marketing campaign that you're proud of. What were your success metrics? And what were some of the things that made it successful?

Event Planning & Coordination (~10 min)

Many of IONS' activities require administrative and logistical support, particularly around event management – including handling registration; booking venues and catering; supporting invitations and reminders for learning programs; and scheduling meetings – in person and virtual – with the team and external partners.

Please share an example of a time that you coordinated or supported the logistics for an in-person event. How did you make sure you had all the information you needed from the attendees? How did you prioritize the tasks leading up to the event? What were some challenges you encountered and how did you respond to those challenges?

Software and Technical Skills (~10 min)

As a hybrid provincial organization, we rely heavily on technology and digital systems to collaborate and communicate with each other as well as the Community Impact (Nonprofit) Sector. Additionally, we lean on a range of systems and tools to engage with the sector and provide resources and learning. This role will require a high degree of comfort with systems such as MS 365, Monday.com, Hootsuite, Canva, Eventbrite, Zoom (Meeting & Webinar), and Keela (our Contact Relationship Management (CRM) system).

Please tell us about a time that you used any digital system(s)/ technology in creative ways to connect and engage with others, and to streamline your projects or day-to-day work.

Collaboration – Understanding Your Thinking Talents (~5 min)

IONS is a small team which requires team members to work on many different projects across the organization. This environment requires team members to be organized, motivated, collaborative, and prioritize their time with their energy and skillsets. To better understand our gifts and how we work together, the IONS team is aware of everyone's [Thinking Talents](#).

Please take a look at the linked document and select your top 3-5 Thinking Talents (that's hard we know!) and share why they resonated with how you work. *Remember:* Thinking Talents are different than skills, they're what we naturally gravitate to and what gives us energy – they thread through all aspects of our lives.

Alignment with IONS Values and JEDDI Commitments (~5 min)

In this role, you'll be working closely on communications and events projects, with the opportunity to share your voice and ideas. Thinking about some of the practical ways you would ensure IONS' values of Abundance, Courage, and Trust are considered in your approach to your work: What is the dream blog, social media campaign, or event that you'd love to create? How does it align with IONS' and your own JEDDI Commitments?

What Question were you Hoping We'd Ask? (~5 min - Optional)

We know that one conversation can't cover it all. What is one question that you were hoping to get asked today? We invite you to take this space if you would like to share anything with us that you feel is relevant or that we should know.

Candidate questions (~10 min)

As part of our hiring process, we wanted to give you the space to ask any questions that you have for us or about IONS. It's important that you want to choose IONS as an employer, we encourage you to ask the questions that help guide your decision.

Total time: **60 minutes**

Contact Us

If you have any questions or need to adjust your upcoming interview prior to the appointment, please contact:

Alexandra via email (alexandra@ions.ca) or phone (902-223-7691 *text or call).