



**Job Opening:
Community Animator
Marketing and Communications
Tamarack Institute**

Tamarack Institute is seeking a qualified Community Animator, Marketing and Communications to join our Communications Team and provide support the Vibrant Communities (VC) team for a twelve month contract. The Marketing and Communications Team works collaboratively to advance Tamarack's online learning platform, develop communications strategies to engage our members and learners, and successfully market Tamarack's learning webinars, workshops and communities of practice.

About Vibrant Communities

In Vibrant Communities we support cities and local leaders to develop and implement large-scale change initiatives through these learning networks:

- [Communities Ending Poverty](#) is a network of 330 municipalities represented by 80+ regional members working collaboratively to end poverty in their communities.
- [Cities Deepening Community](#) is a network of 67 cities seeking to strengthen neighbourhoods and 25 cities developing community plans to grow citizen engagement, civic leadership and a sense of belonging.
- [Communities Building Youth Futures](#) is a five-year strategy to work with 13 communities to develop system-wide solutions for youth as they build and act upon plans for their future.
- [Community Climate Transitions](#) is building a network of communities that are committed to tackling climate change through a multi-solving approach that advances social, environmental and economic goals simultaneously.

Our belief is that when we are effective in strengthening community capacity to engage citizens, lead collaboratively, deepen community, and reduce poverty, our work contributes to the building of peace and a more equitable society.

Supervision and Reporting:

The Community Animator Marketing and Communications will report directly to the Tamarack Co-CEOs. They also work closely with the other members of the VC team, including the Director of Stakeholder Relations, and Managers of Cities.

Work Environment:

This job is full-time (40 hours per week) and will be located at Tamarack's office at the University of Waterloo (Conrad Grebel College).

On-Going Responsibilities

Administration

- Support the preparation of all relevant reports for upcoming meetings
- Coordinate Weekly Huddles by updating set agendas and ensuring reports sent to team
- Support Communities of Practice's scheduling and logistics
- Support Webinar scheduling and logistics
- Prepare Member Engagement Report Monthly
- Logistics or Learner Experience Lead for Vibrant Communities Events
- Support managing assistant with admin functions for general HR
- Ensure all organizational systems are well understood and followed
- Support the team with organizational administration

Communications Support

- Work with Communications team to support all online learning and promotion (website, post blogs, resources, events etc. to VCC sites)
- Maintain Vibrant Communities Canada's Social Media Accounts
- Support the production of monthly newsletters
- Basic desktop publishing
- Editing of documents

Additional administrative and communications duties as assigned in our workplan or by the Director or Managing Assistant.

Qualifications:

- Highly organized
- Ability to work independently with minimal direction
- Understanding of and experience in external communications and very comfortable working on websites etc.
- Strong understanding of Hubspot
- Ability to build simple websites using Hubspot.
- Strong writing and editing usually attained through completing a post-secondary degree program and/or 3 years employment in a related job.
- Strong affinity for supporting others
- Knowledge and experience with implementing the project management cycle
- Strong administrative skills, with an ability to keep your eye on the big picture as well as the details of our collective work
- Ability to work in an evolving organizational environment and demonstrated multi-task
- Good knowledge of and experience using MS Office 365
- Bilingual (English and French) an asset but not required.
- Willingness/ability to travel occasionally, as required
- Drivers Licence an asset

Salary & Benefits: This is a full-time twelve month contract position with a salary of \$50,000 - \$60,000,

based on experience.

To Apply: Please send your resume and cover letter to jana@tamarackcommunity.ca. While we thank all interested applicants, only successful candidates will be contacted.