



1001 Lenoir, Suite B-218, Montreal, Quebec, H4C 2Z6

## Job Title: Head of Communications

The Head of Communications develops, oversees, and supports inPath's strategic approach to internal and external communication. They focus on the power of information and visuals to tell the organization's story on multiple levels.

They report to the Director of Impact & Engagement and work closely with inPath's Process, Impact & Engagement pod to support the entire organization's capacity to communicate with consistency and intention.

### Key Logistics Details

**Ideal Start date:** January 4th, 2021

**Hours:** 40 hrs/wk (includes paid lunch hour). Work volume fluctuates, with periods of greater demand on time than others. Early morning, evening and weekend work is sometimes required.

**Contract length:** One year contract with a possibility to renew; 3-month probationary period

**Base Salary:** \$62,400 with a salary review once per year.

**Benefits:** Group health insurance; monthly cellphone contribution; and 3-weeks paid vacation per year.

**Hiring Process:** Applications are due **November 29th at 11:59 pm EST**. Interviews will take place between **December 9th & 10th**. Only candidates chosen for an interview will be contacted. **Candidates must be available to attend a virtual Training Week at the beginning of January 2021.**

#### To apply:

- 1) Fill out [our application form](#) (instead of writing a cover letter)
- 2) Email a PDF copy of your resume/CV to [workwithus@inpath.ca](mailto:workwithus@inpath.ca) Please name your document by Position\_Last name\_First name. Do not include any other information in the file name. **Example:** HeadofCommunications\_Chan\_Mary.pdf  
The subject line of your email should match the file name.
- 3) We encourage you to send samples of and/or links to communications-related work you've done. This could be social media campaigns, websites, reports, writing, etc. Please include this list or portfolio as an attachment and name it as follows:  
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### **About inPath:**

[inPath](#) is a learning organization that designs and delivers arts-based programs alongside Indigenous communities for Indigenous youth.

We are based in Montreal but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years! We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where all learning sparks joy, encourages curiosity, and promotes agency.

### **Our Work Environment:**

Working as part of the [core inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of 40+ artists and 500+ youth who are building strength-based narratives through creativity. Our environment is:

- Hierarchical, support-based, and highly collaborative;
- Primarily English-speaking;
- Fast-paced—we are a dynamic, nimble, high-performance team;
- Guided by collectively developed group norms that focus on well-being; and,
- An open concept office space.

**Note on remote working during COVID-19:** The health of our staff is of the utmost importance. We are taking the necessary precautions needed to prevent the spread of COVID-19 to ensure the safety and well-being of our staff. Currently the majority of our team is working remotely. The obligation to travel will resume when safe to do so.



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## Key Responsibilities

### Developing and implementing inPath's external communication strategy

- Contribute to the development of communications planning and strategic development of inPath initiatives and campaigns for multiple audiences (funders, youth, partners, artists);
- With support from the Director of Impact & Engagement, ensure that the tone, brand, narrative, and style of communications align with inPath's vision/mission/values;
- Work with the Co-Executive Director of Outreach and Partnerships and the Director of Impact & Engagement to plan communications and engagement initiatives that amplify the stories of youth who participate in inPath programs; and,
- Support the conceptualization and execution of impact reporting for all of inPath's programs.

### Coordinating the production and maintenance of inPath's communication and engagement platforms

- Contribute creatively to new and creative growth strategies regarding communication platforms and products and engagement strategies;
- Set realistic timelines to support the inPath team in meeting media production timelines;
- Update and maintain the inPath and N'we Jinan websites and social media platforms;
- Ensure consistent branding and communication style across all communication products (press releases, social media posts, videos, newsletters);
- Liaise between internal team and external consultants (writers, editors, designers, media producers);
- Coordinate the conceptualization and design of presentations, information documents, learning materials, and engagement initiatives; and,
- Oversee media buying and contribute to monthly reviews and reporting related to budget and analytics.

### Nurturing the work environment and inPath community

- Ensure content is accessible and guided by the needs of the audiences we are engaging with and align, when possible, with best accessibility practices;
- Promote safety, accessibility, anti-racism and anti-oppression in the workplace;
- Integrate an understanding of anti-oppression frameworks into their work and responsibilities;
- Participate in the implementation of inPath's training week & celebration events;
- Commit to professional development in key areas to build their skills and capacity; and,
- Steward the office environment as a space of connectivity and respect.

**Experience/Skills:**

- Ability to ask questions in order to understand purpose, priorities, and expectations;
- Excellent strategic development, planning, implementation, organizational and problem-solving skills;
- Ability to establish priorities and long-short/term plans and objectives;
- Project-management skills, with a track record for meeting tight deadlines and providing proactive responses within a team;
- An understanding of the power of strength-based narratives;
- An eye for detail and an ability to edit for consistency and clarity;
- An understanding of the power of stories to catalyze change;
- Experience managing media and design projects;
- Experience collaborating with external consultants on projects;
- Experience working with/for Indigenous media outlets and arts organizations;
- Knowledge of the history / current realities of Indigenous Peoples in Quebec and across Canada;
- Experience working with Indigenous youth in a culturally safe manner;
- Experience working with people who have been marginalized by colonization, racism, homophobia, transphobia, poverty, living with disability, transmisogyny and the effect this has on employee experience of the workplace;
- Proficiency with digital tools:
  - Adobe Creative Suite (basic proficiency with InDesign; other proficiencies are an asset);
  - Google Suite;
  - Web-based platforms such as Canva, MailChimp, Slack, and Miro
- Knowledge of social innovation and systems change landscape an asset; and,
- Experience working in an entrepreneurial educational environment is an asset.

**Successful Candidates Will Possess the Following:**

We are looking for someone who is organized, detail-oriented, and process-driven to join our team. Other qualities include:

- Self-motivated and a strong team player with a highly collaborative mindset;
- At ease translating complex information between different parties;
- Persuasive communicator;
- User and audience focused;
- Able to adapt and be flexible to changing circumstances; and,
- Comfortable working through ambiguity and/or lack of clarity.



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### **Additional Assets:**

- Multilingualism (French/English/Indigenous languages);
- Informal or formal relationships to art-making or other creative processes; and,
- Experience working with and/or living in Indigenous communities, whether as a member of the community or as a guest.

### **Accessibility:**

Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-reduced policy. If you have any specific questions relating to accessibility, please email [workwithus@inpath.ca](mailto:workwithus@inpath.ca).

### **Everyone at inPath is committed to:**

- Their own learning and development;
- Caring, reciprocal relationships;
- Un/learning our colonial history and present-day systems of oppression;
- Systems change in education and learning, from the inside out;
- Deeply collaborative work;
- Creative problem solving; and,
- An open, generative approach to giving and receiving feedback.

### **Benefits of working with inPath:**

- We offer flexible work hours;
- Our team is committed to building an inclusive, open learning environment;
- We love office snacks;
- Our office is filled with plants;
- We are invested in learning and teaching;
- We are committed to systems change;
- As a learning organization, we offer professional development opportunities for our staff to grow within their positions and bolster their skill sets on the job; and,
- We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.



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**Selection process:** Only candidates chosen for an interview will be contacted. Interviews will take place between **December 9th-10th.**

**Employment equity:** inPath values the contributions that individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants, and people from working-class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve. **If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.**

**Your story is your strength and we look forward to hearing from you!**