



Job Posting: Data & Communications Specialist

Position:	Data & Communications Specialist
Hours:	35 hours per week
Contract type:	8-week contract
Start date:	As soon as possible, with the candidate ideally starting in early June. Please note that per Canada Summer Jobs, this 8-week role must be completed by August 31, 2024.
Location:	Remote within Canada
Applications open:	Wednesday, May 1, 2024
Closing date:	The deadline for applications to be submitted is Sunday, May 12, 2024, at 11:59pm EST
Compensation:	\$19.50/hour + monthly telephone and internet stipend + 4% vacation pay in-lieu of paid time off.
Benefits:	Not applicable
Vacation:	Not applicable
Application method:	Resume + completion of questions. See instructions below.

Eligibility for this position is based on Canada Summer Jobs criteria, requiring all eligible candidates to be:

- Between 15 and 30 years of age (inclusive) at the start of employment
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment. Applicants with temporary student or work visas are not eligible for this program.

About Fora

Launched in 2009, and operating as G(irls)20 from 2009 - 2021, [Fora: Network for Change](https://www.foranetwork.org) has been delivering programs and opportunities for young changemakers experiencing gender-based discrimination and working to make decision-making spaces more inclusive and equitable. Through renowned leadership, advocacy, and community-building programs, we help gender-marginalized youth gain new skills, confidence, networks, and opportunities to build gender equity movements, advance in their careers, and change the status quo. Learn more at www.foranetwork.org.

Working at Fora

We are a collaborative team committed to creating opportunities for young women and gender-marginalized young leaders to get a seat at decision-making tables and have their voices heard, whether it be in business, politics, or social change. We provide high quality programming and work closely with program alums to constantly improve program design. As an organization, we are working toward making stronger connections to an intersectional and 2SLGBTQIA+ feminist movement and evolve our programming and staffing in this direction.

Fora has an all-hands-on-deck attitude and there is no task too big or too small that staff may do. We work hard and have fun! This is an exciting time to join a growing organization, with the ability to have your own imprint on the future of the organization.

Fora is committed to equitable representation and access. Candidates from Black, Indigenous, racialized, 2SLGBTQIA+, newcomer, refugee, and other underserved communities are encouraged to self-identify in your application. To learn more about Fora's continued learning and commitment to equity, please see our 2020 [Equity Strategy](#) and 2021-2022 [Equity Report](#).

As a result of COVID-19, Fora employees are currently working from home. We offer flexible hours and recognize that care work, health and mental health must be respected in order to have an effective team. While working from home, a monthly stipend to cover Wi-Fi expenses is made available to staff.

Position Summary

The Data & Communications Specialist will support the Communications and Development teams in the collection of program participant and alumni stories and outcomes, to share with Fora's wider community and donor audience. This position will report to the Senior Manager of Development & Operations and Manager of Communications.

The role includes the following responsibilities:

Communications

- Support the research and development of a comprehensive Alumni Database.
- Assist in researching, interviewing, and collecting participant and alumni outcomes and testimonials.
- Support outreach and engagement of alumni on social media platforms.
- Assist in researching, writing, and some graphic design for blog posts and articles.

Development

- Support the writing of participant/alumni stories and testimonials to demonstrate programmatic impact.
- Support the identification of testimonials, stories and/or outcomes to contribute to funding proposals and applications.
- Assist in the development of donor stewardship material.

Qualifications:

- Demonstrated experience collecting and compiling qualitative data.
- Demonstrated experience conducting outreach and interviews, with a particular understanding of the gender-based barriers experienced by Fora participants and alumni.
- Strong storytelling and copy-writing skills.
- Having related education or work experience in communications or fundraising is an asset.
- Excellent organizational and time management skills.
- Excellent interpersonal skills, and professional verbal and written communication skills.
- Proficiency in Microsoft 365, Salesforce, and other data management tools.

Application: Please upload your application (resume and answers to questions) using this form: <https://airtable.com/appQf7Yx4GkKkquQZ/shrZpIRZqB2pkq1p7>

The deadline for applications to be submitted is Sunday, May 12, 2024, at 11:59pm EST

If you have any inquiries that are **not** covered in this job description, or if you would like to request accommodations to complete the application process, please email cari.siebrits@foranetwork.org.