

Work at Apartment613

Position	Communication Coordinator
Closing Date	Until position filled
Start Date	Fall 2022 (tbd)
End Date	6-12 months (tbd)
Hours	3-8 hours weekly
Rate	\$16-18/hour

「 BACKGROUND 」

Apartment613 Community Initiatives is a registered not-for-profit media organization. Our main activity is apt613.ca, an award-winning hyperlocal blog dedicated to uncovering the best of Ottawa-Gatineau arts and culture; named "Best Community News Website" by the Canadian Online Publishing Awards in four consecutive years (2020, 2019, 2018, 2017). It's a platform for news and ideas, arts previews, podcasts and videos produced by 300+ volunteer contributors since 2009. Visit apt613.ca/about to learn more.

「 RESPONSIBILITIES 」

Adhering to the journalistic policies, standards and best practises of Apartment613, members of the Communication Team plan, conceive, organize and develop the production and realization of blog and social content, Patreon updates, and contributor communications. Reporting to the Board of Directors, the Communication Coordinator's detailed responsibilities include but are not limited to:

- Contributing copy to the bi-weekly contributors newsletter;
- Writing monthly blog posts and Patreon updates about projects and initiatives happening behind the scenes of Apartment613;
- Reaching out to new subscribers in our Patreon community (onboarding) and answering questions we receive from subscribers, readers and community members.
- Producing social media content which raises awareness for Apartment613's non-profit, community-driven model, which distinguishes Apt613.ca from

「 SKILLS & EXPERIENCE 」

The ideal candidate will possess some or all of the following skills and experience:

- A post-secondary degree (ongoing or completed) in communication, journalism, literature, or a related field;
- A minimum of six months relevant experience in a multimedia environment, creating and disseminating digital content;
- Excellent creative writing ability that will engage the audience on any @apt613 platform (Patreon, Twitter, Facebook, Instagram, YouTube);
- Flexibility with regard to hours of work as well as the ability to work independently and with teams, as needed;
- You have a natural sense of how to use photos and video to drive audience engagement on social media, but your intuition is backed up by what you have learned from analytics
- Ability to moderate online communities and social media apps, including live chats and web streaming;
- French language skills are considered an asset
- Familiarity with Wordpress, Gmail, Slack applications is an asset;

We encourage applications from candidates who meet some or all of the ideal qualifications. If you don't have direct experience in some of these areas, we ask you to let us know about any other experience that has equipped you to succeed in those parts of the role.

「 TEAMWORK 」

Apt613 has the resources for a small, dedicated p/t staff to manage the editorial calendar, edit submissions, organize special initiatives (like 613 Day and Support Local programming), produce social media content, and stay on top of administrative duties which "keep the lights on." You will be joining a p/t team which communicates primarily via Slack, Email, Google Drive, and DMs.

While you will be supported by teammates and asked to coordinate with each other, the ideal candidate for this position will be comfortable working independently. Your work shifts will not always line up with teammates, as we spread out to cover more ground.

「 ADDITIONAL INFORMATION 」

Apt613 welcomes community members from all backgrounds, and all gender identities and expressions. Above all, we want to see Ottawa's diversity reflected in our platform and will make every effort to accommodate folks from equity-seeking communities including women, people of colour, Black, Indigenous, LGBTQ+, and people with disabilities—because it's important generally, and because the blog benefits from editors with a diverse range of experience, contacts, and knowledge. Applicants are welcome to voluntarily self-identify as a member of one of these groups.

We strive to accommodate the access needs of a wide range of abilities, and appreciate any guidance or direction on how we may meet your needs.

「 HOW TO APPLY 」

Please apply through this [application form](#) (Google Form). If you have questions before applying, feel free to email <manager@apt613.ca>. Only applications submitted via the online form will be considered.

「 INTERVIEWS 」

Apt613 will contact prospective teammates on a rolling basis. Due to limited time, only a handful of applicants will be invited to meet virtually. We will not send "rejection letters" to the remaining applicants, rather Apt613 will keep your CV and contact info handy through the 2023 calendar year.