

Work at Apartment613

Position	Community Manager (2 positions)
Closing Date	Until position filled
Start Date	Fall 2022 (tbd)
End Date	6-12 months (tbd)
Hours	Approx. 3-8 hours monthly
Rate	Up to \$800/year (honorarium)

「 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 」

Ideally, Apartment613's Community Manager is already part of the Apt613 community! You are familiar with the blog, its mission, and even some of the people who make it go round. In this role, you will be the voice of the blog, supporting our contributor communication initiatives both online (via blog posts, social media, and our newsletter) and IRL (co-hosting meetups and attending events). Reporting to the Board of Directors, the Community Manager's responsibilities include:

- Writing copy for the bi-weekly contributors newsletter;
- Sending event invitations to Apt613 contributors and readers;
- Organizing and co-hosting contributors meetups (once every 1-2 months);
- Contribute periodic blog posts and @apt613 social media to feature contributors and projects going on at Apartment613; providing updates to our readers and supporters .

「 SKILLS & EXPERIENCE 」

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

- At least six months of experience volunteering for Apartment613
- Excellent communication skills, both written and verbal, including the ability to clearly explain concepts to peers
- Good editorial judgment and critical thinking skills
- Strong organizational skills and ability to handle multiple priorities and respond to competing demands in a deadline-driven environment
- Experience working with volunteers is an asset
- French language skills are considered an asset
- Familiarity with Wordpress, Gmail, Slack applications is considered an asset
- Evening/weekend availability with regard to attending contributor meetups and community events

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.