

## Part-time Communications Associate

**Organization:** CODE

**Location:** 321 Chapel Street, Ottawa, ON

**Length:** Eight weeks in length/ 16 hours per week

**Remuneration:** \$20 per hour – no additional benefits

**Start date:** Negotiable (anytime in May or June)

**Reporting to:** Manager of Communications

Come join a fun and dynamic team that imagines a world where every child can read and write!

For 60 years, CODE has been working to build such a world. From humble beginnings in a church basement, we have grown to become one of Canada's leading international development organizations uniquely focused on children's literacy and education in low-income countries. Learn more at [www.code.ngo](http://www.code.ngo)

Literacy has the ability to set children on a path of lifelong opportunities that benefit their own livelihoods and contribute to the economic growth of their communities and nations. However, despite the known benefits of literacy, 175 million young people in low-income countries are unable to read a single sentence.

Presently operating in eight countries across east and west Africa, CODE builds literacy by providing schools and community libraries in developing countries with well-written and culturally-relevant (locally authored, illustrated and published) books in over 20 languages, and works to improve learning outcomes through investments in teacher training, extracurricular programs and better infrastructure.

This part-time Communications Associate position presents an excellent, and highly flexible, opportunity for a student wishing to gain experience in project management, marketing, communications and international development.

The successful candidate will be involved with supporting the Fund Development and Marketing Team, with a particular focus on overseeing logistics and engagement activities related to CODE's *Read. Learn. Live.* photography exhibit.

The part-time Communications Associate will be responsible for identifying, cultivating and ultimately booking 10 exhibition venues across Canada.

The exhibit features the work of renowned Canadian photojournalist, Peter Bregg, who traveled to Sierra Leone with CODE in the spring of 2019 to document the learning crisis and CODE's charitable efforts. By the end of March, 2020 the exhibit will have already made nine stops across Canada – and this position will be instrumental in managing its continued success.

More information about the exhibit is available here: [www.code.ngo/photoexhibit](http://www.code.ngo/photoexhibit)

#### **Key Responsibilities:**

- Identifying highly trafficked public venues suitable for a photography exhibit
- Cultivating relationship with prospective venue sponsors and securing their partnerships
- Scheduling the movement of the exhibit with our transportation provider
- Overseeing development of marketing materials (print and digital) for each venue
- Participating in weekly team meetings and providing project updates
- Other duties as assigned including donor research

#### **Required Skills:**

- Excellent oral and written communication skills
- Relationship development and research skills
- Ability to work independently
- Detail oriented
- Excellent team player
- Organized multi-tasker
- Can-do attitude
- Entrepreneurial spirit

Please submit a cover letter, resume or any questions to Emily Prashad, [eprashad@code.ngo](mailto:eprashad@code.ngo). The deadline to apply is February 14, 2020.