



NOW HIRING:

Membership/Project Materials Coordinator

The National Campus and Community Radio Association/Association nationale des radio étudiantes et communautaires (NCRA/ANREC) is a not-for-profit group committed to volunteer-driven, non-profit, community-oriented radio across Canada.

This position combines supporting the NCRA/ANREC in its work for member stations with developing print, online and audio materials for a grant-funded project called Resonating Reconciliation that addresses the legacy of Indian Residential Schools through community radio. It is funded by the Truth and Reconciliation Commission and the department of Aboriginal Affairs and Northern Development Canada.

The NCRA/ANREC has a history of working with Canada's First Nations and believes that issues that affect indigenous people affect all people. We have an Aboriginal Representative on the Board of Directors and a Native Caucus.

The ideal candidate has experience in the campus/community radio sector or a not-for-profit organization as well as working with First Nations people, particularly around issues relating to the legacy of Indian Residential Schools; has strong communication skills, including writing and audio production; and is enthusiastic about working with campus and community radio stations across the country. Bilingualism is an asset.

The Membership/Project Materials Coordinator will work out of the NCRA/ANREC office in downtown Ottawa and will work with the Executive Director, the Resonating Reconciliation Outreach Coordinator, NCRA/ANREC members and an Advisory Board comprised of Indian Residential School Survivors and other stakeholders. Ultimately, this position reports to the NCRA/ANREC Board of Directors.

The position is 35 hours a week and is a one-year contract.

Key Responsibilities:

- Communicate regularly with NCRA/ANREC members and facilitate internal communication
- Coordinate a 12-part Public Service Announcement campaign about the legacy of Indian Residential Schools, to be played by campus and community radio stations across the country
- Contract 40 campus and community radio stations to recruit and train local First Nations volunteers and each produce a 30-minute documentary about the legacy of Indian Residential Schools in their community
- Produce materials and oversee development of an accompanying website to help campus and community radio stations better cover Indian Residential Schools and the TRC
- Document and promote other project work, including panel discussions, documentaries produced by campus and community radio stations, and Red Jam Slams

Other Shared Responsibilities:

- Represent the interests of NCRA/ANREC members to the public, CRTC, and other stakeholders
- Represent the interests of the Resonating Reconciliation project and the NCRA/ANREC to our members, the public and other stakeholders
- Foster membership growth and retention, including contacting prospective members, explaining services and resources available and determining needs and interests of non-member and member stations
- Work with other project staff to ensure the Resonating Reconciliation project meets its goals and deadlines
- Assist in the administration of the NCRA/ANREC Community Radio Awards
- Help develop and implement a communications strategy relating to the Resonating Reconciliation project

Qualifications:

- Experience in community outreach, public education, communications or advocacy
- Work or volunteer experience at one or more campus or community radio station in Canada
- Experience working with First Nations people and on indigenous issues, ideally with a focus on Indian Residential School survivors
- Solid writing and radio production skills
- Diploma or university degree in a relevant field, or an equivalent combination of training and experience.
- Experience with web development, design and writing is an asset

Salary:

This position is for 35 hours a week on a one-year contract. The annual salary is \$35,000. We also provide health benefits.

The NCRA/ANREC is dedicated to advancing the role and increasing the effectiveness of campus and community radio in Canada. The NCRA facilitates communication among members and provides materials and networking services. It also represents the interest of the sector to governments, industry, and other agencies, and promotes public awareness and appreciation for community oriented radio in Canada.

In accordance with its Statement of Principles, the NCRA/ANREC encourages applications from under-represented communities, including women, Native peoples, people of colour, lesbians and gays, people with physical and mental disabilities, people living with HIV/AIDS, and people whose age, education, or economic status may be a barrier to employment. The NCRA/ANREC does not discriminate on the basis of race, sexual orientation, religion, age, ability, or class.

Please send resume and cover letter to:

NCRA/ANREC Materials Coordinator Posting
608-180 Metcalfe St.
Ottawa, ON
K2P 1P5

Or email postings@ncra.ca

PDF attachments are accepted.

Everyone is thanked for applying; however, only those selected for an interview will be contacted.

Deadline for applications is midnight ET Monday, March 11. We anticipate the position to begin the third week of March.