

		Job Category:	Full-time Staff
		Job Title:	<i>Outreach & Communications Officer</i>
Location:	Halifax	Travel Required:	Yes
Salary:	\$20/hr or \$36,400/yr (pro-rated)	Position Type:	Term, Full-time (35 hrs/wk)
Job Duration:	SEP. 27, 2021 – AUG. 31, 2022	On campus?	Yes or work from home remotely
Will Train Applicant(s):	Yes	Posting Expires:	Open until filled
External Posting URL:	https://www.dal.ca/faculty/science/imhotep/Employment_Volunteer.html		
NOTE:			
<p>This is an immediate staffing requirement. The position will remain open until a suitable candidate is found.</p> <p>Preference will be given to applicants with demonstrated experience and interest in issues affecting the education of learners of African heritage, and who have an understanding of the African Canadian communities in Nova Scotia.</p>			
Job Description			
<p>POSITION PROFILE</p> <p>Imhotep’s Legacy Academy is a university-community initiative that seeks to improve the academic performance of African-Canadians in science, technology, engineering, mathematics (STEM) subjects and the representation of African Canadians in STEM professions by providing opportunities for young learners to engage in activities that strengthen their science and math aptitude. The Outreach and Communications Officer will recruit stakeholders and participants for ILA and communicate the vision and strategy of ILA throughout the African Nova Scotian (ANS) community.</p> <p>Essential Position Functions</p> <p>The Outreach & Communications Officer will be tasked with two primary tasks: (1) Outreach to the African Nova Scotian communities (60%), i.e., increasing participation of junior high and high school students in ILA's STEM programs, increasing participation of ANS in ILA employment opportunities, and finding new venues for expansion; and (2) Assisting in tasks to support ILA operations (40%). The Outreach & Communications Officer will connect with schools and communities in every Regional Education Centre across the province, introducing students, school administrators, and community members to ILA's programs.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none">▪ Network and communicate with all stakeholders to strengthen and enhance Program objectives.▪ Creates mechanisms to ensure both STEM education and ILA’s vision are reinforced in all Program activities.▪ Implementation of an African Nova Scotian outreach strategy▪ Writing news releases, organizing press conferences, and coordinating the creation of ILA publications▪ Maintain ILA’s social media and web presence▪ Assist in preparing funding proposals <p>Supervision and Mentoring Plans</p> <ul style="list-style-type: none">▪ The Executive Director will provide overall on-site supervision and direction. <p>Qualifications</p> <ul style="list-style-type: none">▪ Completed Bachelor’s degree in a communications-related area.▪ Comprehensive knowledge of the African Nova Scotian communities, their history and social structures.▪ Innovative thinker.▪ Results driven;▪ Able to work with minimal supervision.▪ Excellent oral and written communication skills.▪ Possess a valid Class 5 Nova Scotia driver’s license.▪ Travel is required.▪ May be required to work remotely from home.			

Core Competencies

- Excellent communication skills
- Teamwork
- Competence in internet media technologies

Condition(s)

Offer of employment is contingent upon the successful candidate passing appropriate background checks.

Candidates must provide a recent *Criminal (Vulnerable Sector) Background Check* and *Child Abuse Register Check*.

Period of employment

This is an expected Mon-Fri position with a one hour (unpaid) lunch break. The selected worker must be able to accommodate flexible working hours as there may be work requirements outside regular business hours.

The work schedule will be adjusted accordingly to accommodate this requirement as no overtime is available for this position.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Job Code/ Req#:	ANSOTO2022	Updated:	2021-09-06
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