

POSITION DESCRIPTION

Communications Assistant/Associate

THE ORGANIZATION

The Global Open Data for Agriculture and Nutrition network (GODAN) is an International non-governmental organization composed of a thousand partner organizations from more than 115 countries across the globe – and it continues to grow.

GODAN was conceived in 2013, when G7 leaders committed to the creation of a mechanism designed to promote the use of open data to stimulate knowledge and innovation in agriculture and nutrition. This led to the constitution of GODAN.

GODAN is presently implementing a programme focused on the use of digital technologies in agriculture which will raise incomes, improve yields and lift communities in Africa and Asia out of poverty. The UK Department for International Development (DFID) is a strategic donor for GODAN and has recently launched a new eDIAL (Enhancing Digital and Innovation for Agri-food systems and Livelihoods) programme. Focusing on impact, DFID has assigned GODAN a central role within eDIAL. Alongside this work, GODAN supports its partner network, helping to design and launch new open data policies which create a good environment for open data-based innovations to flourish in the agriculture and nutritional sectors.

In the context of engaging with partners and programme activities the Communications Assistant/Associate will play a key role in ensuring high quality, relevant and timely communications are delivered on social media platforms, GODAN's website and via traditional media outlets. The role also calls for someone who is inspiring and can develop partner-to-partner dialogue – aimed at increasing knowledge about the value of open data and how it can make change happen, making lives better for millions of individuals.

POSITION OVERVIEW

Start Date: Immediate, with a rolling review of all incoming applications

Salary: Competitive salary and benefits package

Location: Macdonald Campus, Ste-Anne-de-Bellevue, Quebec

Status: Only open to Canadian Citizens or those eligible to work in Canada

Restriction: For candidates living in the Montreal area

This new role offers an exciting opportunity to help make a difference to the lives of millions of people worldwide, and to give voice to those who are working to improve agricultural and nutritional outcomes. Knowledge of the data environment and a keen understanding of agriculture or nutritional innovations is a real plus, but ability to learn about a growing area that combines improving health, well-being and protecting the environment is a plus. The post is ideal for a candidate who has a scientific background but above all is creative and eager to communicate to a diverse range of audiences.

A keen eye for detail, not only in the presentation of content but also in delivery of stylish communications is essential. The successful candidate will have the confidence and ability to translate complex concepts into understandable language for audiences around the world.

The postholder will ensure technical excellence in data management, research and building relations with partners and the general public to ensure GODAN's messages are clear, coherent and engaging. The ability to entertain and amuse audiences will certainly be an asset as important ideas or activities are brought to the attention of those who need to know, but have not yet heard.

The postholder will assist in building and maintaining media content for GODAN, ensuring partners feel connected and numbers of social media followers and Web site users increase, while gaining an appreciation of the value of open data in the sectors of agriculture and nutrition.

DUTIES & RESPONSIBILITIES

- Implement GODAN's communication strategy.
- Keep track of GODAN-related matter published in the media.
- Draft press releases, web site articles and media kit development.
- Oversee day-to-day correspondence and interaction with partners.
- Edit GODAN texts and communication material.
- Develop visual content for social media.
- Develop and consolidate relations with the media.
- Support the team in external communications.
- Assist in developing promotional and communication materials (print-outs, pamphlets, Webpages) in coordination with team members.
- Assist in communications planning.
- Contribute to GODAN's communication strategies.

Alongside GODANs Communications Lead, the Communications Assistant will contribute to:

- 1: Reporting on the on-going activities of the GODAN Secretariat and partners. Promoting open data for agriculture and nutrition, and building understanding of GODAN's activities.
- 2: Building the online following, visitors and interactions on the GODAN social media platforms, increasing coverage and supporting the reach described in the DFID programme narrative.
- 3: Increasing the quality and relevance of content presented on the GODAN website and ensure high quality content increasing followership. To review, edit and improve the content uploaded to the site, so as to be build interest, reviews, interaction with partners and other followers.
- 4: Supporting the delivery of news releases and connections with traditional media outlets so as to increase knowledge of open data for agriculture and nutrition. To help promote up-coming events in which GODAN Secretariat and partners are presenting or engaging with audiences or at conventions, conferences or other public events. To help place content on sites and with traditional media that grows audience numbers.

5: Providing analysis of social media numbers, suggesting and planning strategies to ensure the continued growth of followers and interactions.

6: Contributing to increasing GODAN's profile, as well as increasing the number of followers/interactions.

8: Support building the capacity of the communications associate/assistant at the GODAN Secretariat office in Montreal.

Required Skills

- Ability to speak, write and deliver content in English, with French also an advantage
- Has a media related qualification or experience that proves competency
- A qualification related to one of the following; data, agriculture nutrition or international development, or relevant work experience in one or more of these areas would be a distinct advantage.

Ideal Candidate Overview

Recently completed a relevant course (Cegep level), with an enthusiastic approach to learning new skills. Has proven ability to communicate in English and French. Is able to demonstrate up-to-date and creative social media promotional knowledge and skills. A self-starter, enjoys working with a busy internationally-focused team of all ages and willing to learn on the job. Is located within easy travel distance to St Anne-de-Bellevue.

How to Apply

Please send a CV and covering letter to Samuel Compton at: samuel.compton@godan.info