



Title: Administrative, Communications and Engagement Assistant
Salary Range: \$22.50/hr
Work Hours: Full Time (5 days a week, 35 hours/week)
Start: May 5 2025
Location: Virtual in Canada, meetings in Toronto, Ottawa and/or Montreal
Supervisor: Executive Director
Contract type: Term Limited - 8 Weeks, possibility for renewal

Note: Successful candidates must be eligible to receive employment through the Canada Summer Jobs Program:

<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/who-can-apply.html>

Background:

Dignity Network Canada is seeking a highly creative, independent and motivated Administrative, Communications and Engagement Assistant. This is a unique and exciting opportunity to work with a broad range of organizations and human rights activists from across Canada and around the world. There is a significant opportunity for growth, creativity and development in this position.

Dignity Network Canada:

Dignity Network Canada (DNC) is a national coalition of over 60 member organizations involved in or interested in the human rights of people around the world, regardless of sexual orientation, gender identity and expression, and sex characteristics (SOGIESC). DNC provides opportunities for Canadian civil society organizations and their global partners to connect, share and advocate together on SOGIESC-related human rights issues.

Job Description:

Reporting to the Executive Director and working in coordination with all DNC Staff, the Administrative, Communications and Engagement Assistant will have a range of responsibilities that touch all aspects of our ongoing programming and advocacy at the DNC.

JOB DUTIES AND RESPONSIBILITIES

1) Administrative Tasks (40%)

- Organize and streamline the structure of Google Drive folders related to advocacy work
- Support Advocacy meetings and events during the Pride 7 Gatherings being held in Ottawa, May 22 - 23
- Take minutes during Advocacy Working Group meetings and track action items and follow-ups in the team's absence
- Maintain internal records, tracking project timelines and deliverables across workstreams

- Other general administrative support to the Policy and Advocacy as required

2) Communications (30%)

- Collaborate with the Communications Officer and a graphic designer to support development of the organization's Annual Report, ensuring consistency with style guidelines
- Draft and schedule regular posts for social media (X, Instagram, Facebook, and LinkedIn), using Canva or similar tools
- Support ongoing efforts around events and communications projects with relevant DNC Staff members

3) Member Engagement (30%)

- Support coordination for the DNC International Pride Program in coordination with CUPE, including event planning and working with local partners in relevant cities
- Support member and partner engagement initiatives, including the drafting of outreach emails, event briefings, or participant follow-ups related to programming
- Coordination of DNC Membership renewals ahead of the 2025 AGM

Other Duties as may be assigned.

KNOWLEDGE AND SKILLS

- **Eligible to receive employment through the Canada Summer Jobs Program**
More info:
<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/who-can-apply.html>
- Access to device and a remote workplace for work-at-home tasks
- Strong organizational skills; able to streamline digital filing systems, maintain internal records, and monitor project timelines
- Effective time management, especially during event-heavy periods and ability to work flexible hours
- Strong oral, written, and digital communication skills
- Team player with strong interpersonal and cross-cultural communication skills
- Interest in human rights, equity, and global LGBTIQ+ advocacy; experience in nonprofit, coalition, or community settings is an asset
- Bilingualism (especially French and/or Spanish) is an asset

HOW TO APPLY

Please submit a CV and cover letter to our online portal (linked below) no later than

Wednesday, April 23rd at 10:00 AM ET. All those selected for an interview will be contacted.

Interviews will be conducted on a rolling basis, and be concluded by April 24th.

<https://docs.google.com/forms/d/e/1FAIpQLSfEQrDjGKdzxCxd4hDGvxl07-fi1rOA6dlg2MBGtGbz-jPtg/viewform?usp=header>

Further questions about this position can be directed to emmett@dignitynetwork.ca