



Coalition of Persons with Disabilities

Newfoundland and Labrador

Research and Communications Coordinator

Position Summary

The Research and Communications Coordinator reports to the Executive Director and works collaboratively to drive the key initiatives of The Coalition and foster strong relationships, support collaboration amongst our partners within the disability community. This position requires a strong community minded individual with excellent research, communication and written skills and interpersonal strengths.

The primary role will be to serve as researcher in any of our ongoing and time specific initiatives, monitor and stay up-to-date with current and ongoing issues focused on disability around policy changes, legislation, and representation in the media and other topics of interest for the Coalition. The Coordinator will be responsible for monitoring the media and updating our social media platforms and providing support in the drafting of research reports, briefing notes and other communications materials as needed. The Coordinator will work in coordination with the Coalition's team of staff to implement project plans to support The Coalition's initiatives designed to improve equality and accessibility in our province. The Coordinator will monitor current disability issues, and analyze complex policy issues from research perspective across the province and best practices on a national and international scope. This position will also take the lead in the logistical support of our events and initiatives from an organizational standpoint and sit on committees to represent the Coalition as needed.

Responsibilities and Activities

- Provide research, tracking, and follow-up on disability-related issues
- Stay up-to-date on current issues affecting the disability community on a regional, provincial and national level
- Serve as a lead in research on any ongoing or current initiatives
- Helps maintain proper filing and documentation of the work of The Coalition
- Answers questions and concerns from consumer's calls and emails, and document all matters of concern for future reference
- Draft reports, newsletters, funding proposals, briefing notes and letters as needed
- Develop and design in house promotional materials and documents
- Monitor and keep our social media platforms up to date, on an ongoing basis, to anticipate and identify potential inclusion issues to be examined or addressed
- Being the lead staff from the Coalition for event planning committees
- Represent the Coalition at tradeshow, presentations and workshops as needed

- Pro-actively build and maintain a network of positive relationships with key stakeholders, including staff, government partners, board member and community partners to steward channels of shared information and to facilitate a creative partnership approach to addressing social issues impacting the Disability community.

Qualifications

- Strong research, communications, planning and logistical/organizational skills; the ability to organize and drive research and complete projects with multiple deadlines
- Results oriented, strong attention to detail, and proven ability to complete quality research, written materials and promotional materials
- Ability to work on tight and multiple deadlines
- Excellent analytical, writing, presentation, and communication skills
- Knowledge of disability policy, current issues around inclusion, accessibility and access
- Ability to work independently or as part of a team, with a broad spectrum of clients and with people at all organizational levels
- Strong interpersonal and collaboration skills. Ability to work with others to coordinate information.
- Computer skills, including Internet research, Word, Excel, PowerPoint and Outlook.
- Flexibility and creativity around projects and presentations

Hours of Work

- Hours of work are 8:30 am- 4:30 pm with 35 hour work week
- Expected to work a flexible schedule that might include some evenings and weekends depending on events and meetings.
- The position is full-time contract until March 31st 2017 with the potential of a renewal.
- Wage is \$18/hour with access to optional health plan which is cost shared with employer

Please submit cover letter and resume to ed@codnl.ca by Friday October 21st 2016 at 4:00pm.