



Title: Advisor, Digital Communications**Job description: Full-time, permanent**

When it comes to digital platforms, have you left no stone unturned? Famous for being dynamic, professional, and highly disciplined in whatever you do? Recognized for the pleasure you take in dealing with important in-house and external stakeholders to plan out and roll out all kinds of digital content, productions, and campaigns? Do you feel called to work for a non-profit organization and invest your time in service of a crucial international mission that's both creative and constantly evolving? If so, you sound exactly like the person we're looking for!

The ONE DROP Foundation is hiring a Digital Communications Advisor to support our Director of Corporate Communications and take on an important role in the Foundation's communications hub. You'll help dream up, build, sustain, optimize, and analyze initiatives across our digital platforms, in addition to being the go-to person for web and social media best practices (website, intranet, digital layout, socials, newsletter, etc.) You'll also help develop various strategies and content to grow and promote the Foundation, plus support our teams in showcasing their endeavours.

Why choose us?

An ambitious and dynamic non-profit created in 2007 by Guy Laliberté—founder of Cirque du Soleil—the ONE DROP Foundation is an organization that works to ensure that everyone has access to water, today and forever.

Our Team

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion, and determination motivate and inspire those around you? Then come join our team of exceptional humans!

Main responsibilities

- Under the direct supervision of the Director of Corporate Communications and Brand Reputation, attending to the production and implementation of the Foundation's annual communications plan across digital platforms
- Coordinating every phase of the digital project management cycle, from schedule development, briefs, production follow-ups with in-house partners and external suppliers, to posting deliverables
- Ensuring all standards and expectations are met regarding graphics, language, goals, budgets, approvals, and deadlines
- Working closely with an external agency, designing, producing, and obtaining approval for written, graphic, and video content for our social media campaigns, as well as overseeing community management
- Managing newsletters (monthly and one-offs), including their design, drafting, integration, QA, and send off
- In partnership with an external agency, seeing to the optimization, updating, content integration, and proper SEO of website content
- Overseeing the production of the digital version of the Foundation's yearly impact report



- Developing digital performance indicators, assessing performance, making strategic and technical recommendations, and ensuring their implementation
- Monitoring online environments and sussing out reputational opportunities and challenges across digital media
- Pinpointing key trends and digital best practices, devising innovative strategies, rolling them out, and evaluating them

Your experience

- At least 5-7 years of experience in a similar position, ideally with a marketing agency or on a marketing and communications team
- Experience or keen interest in working for an organization with a social mission

Your skills

- BA in Communications, Marketing, Journalism, or another relevant field
- Mastery of information technologies, social media, and CMS
- Firm grasp of SEO, SEM, and web analytics (Google Analytics)
- Basic understanding of the Adobe suite (an asset)
- Expertise in web accessibility and creating digital content
- Superior writing skills in French and in English
- Impeccable grammar and creativity
- Mastery of Windows and MS Office environments, including Word, Excel, PowerPoint, and Outlook

We are looking for a person who shares our values

- Professionalism, interpersonal skills
- Disciplined, independent, and meticulous
- Skilled at prioritizing and managing several projects at the same time
- Ability to meet tight deadlines and work in a constantly evolving environment
- Proactive, flexible, leader, and go-getter
- Customer service and interpersonal savvy with diverse stakeholders

At ONE DROP, we take care of our employees

- Flexible work schedule and possibility of working remotely
- Group insurance plan (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- “Dialogue” telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consultation services)
- Social committee and group activities
- Summer hours
- This position does not require travel
- Opus card, secure bike parking, and other benefits!

To apply, send your CV and cover letter to contact@ONEDROP.org

Thank you to all applicants. Only selected candidates will be contacted.