Job Description

<table>
<thead>
<tr>
<th>Post title:</th>
<th>Communications Officer (Content Creation &amp; Knowledge Management)</th>
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<tbody>
<tr>
<td>Work Hours</td>
<td>Full-time (approx. 37.5 hours/week)</td>
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<tr>
<td>Start Date &amp;</td>
<td>Starting as soon as possible, until 31 December 2020</td>
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<tr>
<td>Contract Duration:</td>
<td>(Renewable, depending on budget availability &amp; performance)</td>
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<td>Duty station:</td>
<td>Victoria, BC, Canada</td>
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<tr>
<td>Salary:</td>
<td>Will be determined by experience and qualifications and paid in CAD</td>
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<tr>
<td>Deadline:</td>
<td>Open until filled</td>
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ORGANIZATION

Based in Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the working conditions, opportunities, environment and health of the millions of people involved in the Artisanal and Small-Scale Gold Mining sector (ASGM) in the developing world. The AGC helps to improve the global gold sector by promoting better practices through technology transfer, formalization and policy development, professionalization, and awareness raising. The AGC consists of core staff, associates and a Board of Directors in areas of ASGM, science, economics, sustainable development, social responsibility, human and environmental health, as well as gold production and extraction engineering. For more information about the AGC and its projects, please visit www.artisanalgold.org.

RESPONSIBILITIES

A key responsibility will be writing high quality materials in support of the AGC’s PlanetGold projects in collaboration with AGC leadership and staff. This will involve a significant degree of research and helping with our knowledge and content creation efforts. A deep understanding of quantities and qualities of the ASGM sector will need to be developed. The incumbent will work closely with AGC’s senior management team in Canada, AGC’s national project managers and communication specialists in the countries of project implementation. S/he will design and implement the knowledge management and communications strategies and act as the AGC’s main focal point with the PlanetGOLD Programme to align communication strategies with the rest of the PlanetGOLD projects. S/he will be required to participate in regular virtual meetings and international events as required. The incumbent will also be responsible for taking large amounts of complex information and seeking innovative and effective ways to share it with all project stakeholders and partners, as well as the local, regional, national and international communities.

Other tasks may include, but not be limited to, the following:

- Drafts complex and effective communication materials and content, such as blogs, reports, promotional leaflets, brochures, newspaper articles, opinion pieces, letters to editors, development human stories, etc.
- Publishes relevant materials in venues such as academic journals and white papers;
- Creates strategic content to promote AGC’s work and improve public perception towards the ASGM sector by highlighting key development priorities and opportunities in ASGM;
- Creates impactful publications that continue to illustrate AGC’s leadership role in ASGM and ASGM innovations;
- Takes lead on strategic planning, development and implementation of AGC’s communication priorities for external and internal purposes;
- Develops the PlanetGOLD project’s communication strategy to disseminate information on the initiative’s work and impact in line with the programme requirements and AGC’s mission;
- Takes lead on strategic drafting and editing of broader communications as requested, including input to managers’ event participations, presentations, publications and reports;
• Provides advice and expertise to managers and other staff on a range of communications issues, methods, and approaches;
• Leads, inspires and works closely with the national communications team members;
• Develops and nurtures relationships and strategic partnerships with key constituencies and strategic agency partners, and establishes new partnerships to maximize impact of projects;
• Identifies relevant international days and events to promote AGC’s work and project activities to raise awareness about the issues and opportunities within the ASGM sector;
• Evaluates results and impact of communication activities; reports on developments, trends and attitudes regarding the PlanetGOLD Project and AGC’s international work at large;
• Organizes seminars, lectures, conferences, public events on major issues and events concerning AGC, its mission, and priorities to improve public perception towards ASGM sector;
• In consultation with senior management, serves as the focal point for media, governmental bodies, national groups, private sector and educational institutions, scientific publishers, and other entities, and may be asked to prepare speeches & talking points for senior management;
• Identifies media and advocacy opportunities and strategic outlets to promote specific activities;
• May coordinate and/or mentor and supervise the work of junior officers on specific tasks.

ORGANIZATIONAL SETTING AND REPORTING: This position is located at the AGC head office in Victoria, British Columbia (Canada). The incumbent reports directly to the Director of International Programs and, if needed, other senior managers.

ASSESSMENT: Evaluation of qualified candidates may include a written assessment exercise, followed by competency-based interview.

EDUCATION: Post-secondary education in science, communication, journalism, public affairs, political science, international relations, public administration, economics/business or related field.

SUMMARY OF REQUIRED SKILLS AND EXPERIENCES:
• A minimum of 5 years of progressively responsible experience in a relevant field.
• Experience in drafting and editing complex materials in English is a must.
• A proven track record of published articles (journalistic or academic) is a major advantage.
• Experience in and familiarity with the Sustainable Development Goals (SDGs) is an asset.
• Experience working with senior executives is desirable.
• Willing and able to travel to project sites when required.
• Able to thrive when working remotely, possess strategies for maintaining strong working relations
• Self-motivated; driven by goals and objectives of the organization and its projects
• Knowledge of desktop publishing software (InDesign/Photoshop) is preferred.
• Good time-management and organizational skills a must.
• Advanced-level skills in managing and maintaining social media accounts.
• A strong understanding of intellectual property rights in terms of publications, photos, videos, promotional materials, etc. is a big advantage.
• Good knowledge of navigating media channels to advocate for AGC’s projects and publish opinion pieces (op-eds), articles, letters to editors, and reports.
• Confident in scientific and academic communications and publications.

LANGUAGES
• Fluency in written and spoken English is required.
• Knowledge of other languages is an asset.
PROJECT DESCRIPTION
The “Global Opportunities for the Long-term Development (GOLD)” in the ASGM sector (also referred to as PlanetGOLD programme) is an initiative that is supported by the Global Environmental Facility (GEF). The planetGOLD programme works in partnership with governments, the private sector, and ASGM communities in nine countries to significantly improve the production practices and work environment of artisanal and small-scale miners. By working to close the financing gap, supporting formalization, raising awareness, and connecting mining communities with mercury-free technology and formal markets, the programme aims to demonstrate a pathway to cleaner and more efficient small-scale gold mining practices that benefit everyone, from mines to markets.

To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line, to careers@artisanalgold.org.