

BPW Canada/CCEW IDEAS4Gender Equality & Recovery Project

ROLE	IDEAS Admin/Tech Support	LAST REIVEW DATE	May 07, 2022
Directly Supports	IDEAS Project Coordinator, Project Steering Committee and Sub-committees	Indirectly Supports	Project Liaison & Leads BPW Canada President or Designate BPW Canada Women’s Empowerment Chair Women and Gender Equity: WAGE Feminist and COVID Recovery Project Mgr.

ROLE MAIN PURPOSE:

The IDEAS for Gender Equality and Recovery Project Admin/Tech Support role will support the Project Coordinator, and a national women-led feminist network to plan and implement a two-year project designed to advance gender equality and recovery in Canada through systemic change. This role will provide administrative and technical website, social media, promotion and communication support for the Project Coordinator, Project leads, Steering Committee and Sub-committees to implement of the IDEAS Project activities and initiatives. Maintain the multi-stakeholder outreach contact data-base, CRM type mailing platforms and support the coordinator in developing and issuing regular communications, newsletters, and emails. Set up regular project sub-committee team meetings, using zoom and the IDEAS collaborative workspace. Update and post events, activities and resources on the CCEW-IDEAS website, to social media accounts, and maintain and monitor the IDEAS project publicly facing collaborative workspace on the CCEW website. Work with the CCEW webmaster/administrator to update, revise and maintain a refreshed CCEW IDEAS focused website. Support the coordinator and event planning teams with community building event planning and preparation such as; setting up event & registration pages; manage registration, promotion, communication and event package preparation, and help to develop and issue pre/post evaluations and surveys. Support the coordinator in collecting and consolidating established project metric data to monitor progress toward project goals and outcomes and update project dashboard and scorecard and prepare and internal monthly, quarterly and annual funding reports.

KEY ACCOUNTABILITIES

1. Project, Communications, Promotion & Reporting

- a) Employ strong written communication and promotion design and development skills with adept tech savvy approaches to assist the project coordinator in administering the IDEAS for Gender Equality Project;
 - i. Develop, schedule, issue and/or post detailed communication and promotion campaigns for project events and initiatives;
 - ii. Fully leverage existing project supporting technology and when appropriate recommend the use of other free resources i.e. zoom, howspace, mailchimp, canva, joomla etc to manage social media, website, email, newsletter, CRM, and digital platforms;
 - iv. Support and help set up surveys, virtual meetings, panels, consultations, and training sessions;
- b) Support Coordinator as required to prepare, coordinate and facilitate project sub-committee team meetings in the collaborative project management digital workspace
 - i. Community Building Event Planning-Relationships & Resources;
 - ii. Intersectionality & Gender Based Analysis Plus (GBA+),
 - iii. Multi-stakeholder Outreach & Engagement;
 - iv. Learning-Virtual/In person/Blended-Communication-Promotion & Technology;
 - v. Co-Create Policy and Systemic Change);
- c) Support the preparation of reports and supporting documents to meet funding and sponsoring organizations reporting requirements;
- d) Support the collection of diversity and inclusion (D&I) baseline data and establish metrics and milestone data collection points for ongoing monitoring data collection, analysis and graphic presentations to reflect project related metrics and activities;

2. Support the Development and Effective Use of the IDEAS4GE Multi-stakeholder Outreach Database

- a) Work with project coordinator and project sub-committee teams to understand the technical requirements for the multi-stakeholder database in order to meet the unique and varying needs of each subcommittee to successfully deliver their associated project outcomes;
- b) Develop a frontend user-friendly data entry and updating protocol for BPW and General Public multi-stakeholders;
- c) Support coordinator in establishing supporting instructional training tools and operational practices as required to help incorporate project related generated tools and resources into sustainable operations.

3. Support the Development of an Inclusive and Expanded Outreach and Engagement Strategy

- a) Research and expand existing networks and collect current contact data to assist project coordinator and stakeholders;
 - i. Establish relationships with governments at all levels to create opportunities to share new tools, resources, and funding for organizations and businesses striving to “build back better”;
 - ii. Through collaborative solution focused consultations and policy and program development.
- b) Create an IDEAS reporting dashboard to support the project coordinator and sub-committees in monitoring and evaluating progress toward project D&I metrics using the IDEAS multi-stakeholder database, and statistical data associated with event registrations, participation, new and strengthened multi-stakeholder partnerships and tangible systemic and sustainable solutions;

4. Support the Coordinator to Implement a Collaborative Solutions-based On-line IDEAS Workspace

- a) Work with CCEW web administrator, project liaison and project coordinator to support the transformation of the CCEW.ca website into a virtual IDEAS community and collaborative solution-building workspace;
 - i. Support the coordinator in promoting opportunities for stakeholders to connect, learn and create by providing an empowering series of online events and activities;
 - ii. Use the project IDEAS General Public facing howspace platform to create targeted solution-building opportunities in a safe collaborative workspace where diverse stakeholders from, business of all sizes, governments at all levels and all other civil society and grassroots community, business and labour community organizations can come together;
 - iii. Leverage the most current social media, communication and promotion platforms to support the IDEAS for Gender Equality & Recovery to promote and engage thought leaders in innovative solution-building.

5. Community Building Events

- a) Support the Coordinator in implementing 3-5 project IDEAS for Gender Equality and Recovery Community Building Events;
 - i. Support the community event hosts and project coordinator to effectively use the multi-stakeholder database to engage event key players, diverse multi-stakeholder partners, resources and sponsorships to achieve the event goals;
 - ii. Help the sponsoring organization networks and community partners promote the community building events by providing social media posts to share across their networks, and issue communication and promotion templates platforms;
 - iii. Support coordinator in creating customizable communication and promotion templates;
 - iv. Support the coordinator in creating community building event pages, registrations, pre/post evaluation and supporting surveys as required.
 - v. Support the printing and preparation of event participant packages.

EXPERIENCE/EDUCATION/SKILLS TRAINING

This position requires a College Degree or approved equivalent combination of education and experience in digital communication, promotion, web management, social media and online community engagement. Comfortable with building the technical capacity of stakeholders across a wide range of technical competencies. A minimum of two years previous related experience in supporting the administrative needs of a multi-faceted and complex projects leveraging technology platforms, communication, promotion and tracking solutions. Excellent written and verbal communication skills, well honed time management and multi-tasking abilities that demonstrate a strong sense of urgency and meeting deadlines. Ability to work independently with minimal supervision. Highly motivated, creative team player with ability leverage technology and virtual platforms to meet project outputs. Tech savvy and computer literacy demonstrating an advanced knowledge of MS Office word processing, spreadsheet, database and presentation software, and experience using a variety of technology-based platforms and tools expected to support the project goals i.e., virtual/hybrid meetings, training and event registration and promotion, cultivate an online community through a well coordinated website and social media strategy that includes an innovative social learning and collaborative workspace. Being bilingual would be considered an asset.

WORKING RELATIONSHIPS

Support Project Coordinator and Sponsoring Organizations Network: Exchanges information and works collaboratively with the;

- a) Project Coordinator and Project leads; BPW Canada Women's Empowerment/CCEW Chair, CCEW Co-founder and Project Liaison, and BPW Canada President or designate.
- b) BPW Canada Board of Directors in aligned Chairs. (Membership, Communications Membership, Resolutions, By-law and Advocacy, Public Affairs) and;
- c) Project Steering Committee and Sub-committee Teams, (Community Building; Intersectionality & GBA+; Multi-stakeholder Outreach and Engagement; Learning, Communication, Technology and Promotion; Co-Creat Policy and Systemic Change)
- d) BPW Canada Web/Social Media Communications Admin Support

Community at Large: Exchanges information and works collaboratively with existing, expanded and newly formed community relationships and multi-stakeholder partnerships as directed by Coordinator.

Tech Platform & Vendors Interface: Cultivate and develop collaborative working relationships with the project sponsored admin and tech supports, suppliers and vendors.

WORKING CONDITIONS

Home office work space using own equipment and resources i.e. desktop/laptop computer(s), printer and cell phone. Note: Reliable high speed internet essential requirement. The project admin/tech support person will coordinate, large scale printing i.e. event participant packages as approved to budget through a third party professional print service such as Staples.

Work at home strategies for success to be incorporated into daily work plan to manage;

- a) Multiple and simultaneous project initiatives that will result in frequent interruptions, constant deadlines and changing priorities; and
- b) Schedule and conduct timely communications and interactions that best meet the needs of the recipients i.e. through email correspondence, chat/text/phone; frequent virtual meetings.

The incumbent must be able to handle challenges associated with uncertainty and ambiguity in working with a volunteer resource base and stakeholders that are extremely busy managing competing demands outside of the project. Pressures associated with routine; trouble shooting tech or handling contact and relationship building aspects of the project require tact, courtesy and sensitivity. The incumbent is required to work outside regular business hours to meet project deadlines and/or to support project events and activities across multiple time zones. Must be able to perform the physical demands of the position's work tasks. These tasks may include: sitting in one position for moderate periods of time, long hours of computer exposure requiring concentrated visual and auditory attention.

SUMMARY – ROLE COMPETENCY RATINGS

ROLE: IDEAS Project Admin/Tech Support
(IDEAS4Gender Equality & Recovery Project)

KEY COMPETENCIES FOR SUCCESS: Level 2
([ROLE Competency Definitions & Indicators](#))

1. Knowledge gained by formal EDUCATION and previous training	2	Requires a College Degree or approved equivalent combination of education and experience in web management, social media and online community building.
2. Knowledge gained by EXPERIENCE	2	Requires a combination of up to 2 years previous related administrative and technical. (See core competencies for success)
3. COMPLEXITY OF DECISION	2	Multi-tasking to support the projects core areas of work requires moderate judgment to support project timelines and goals.
4. RESPONSIBILITY	2	To coordinate and deliver on all aspects of the role assigned administrative and tech related work and manage associated supplier/vendor performance contracts.
5. INDEPENDENCE OF ACTION	2	Moderate independence of actions. Must show original thinking in adapting or developing methods to complete tasks. Consult Project Coordinator and Leads as needed.
6. CONFIDENTIALITY	2	GBA+ and Self-Identifying data collection and contact information requires sensitivity & attention to privacy protocols.
7. CONTACTS	2	Interfacing with internal and general public stakeholders with tact and courtesy is required to assist the project coordinator and team in forming partnerships.
8. MENTAL & PHYSICAL EFFORT & PHYSICAL SKILL	2	High degree of auditory and visual attention to detail during virtual meetings & events. Regular use of computer/tech platforms to create and maintain a safe and collaborative workspace requires high mental acuity and concentration to implement multiple simultaneous cross posting and for digital facilitation.
9. WORKING CONDITIONS	2	Independent home work space with intermediate level of interruptions.
10. PROJECT & FINANCIAL ACCOUNTABILITY	2	Inadequate planning and not delivering work to plan could jeopardize the project, and result in the loss of financial resources.