



Job Posting:
Coordinator Critical Link International
www.criticallink.org info@criticallink.org

FOR IMMEDIATE RELEASE – PLEASE DISTRIBUTE

Critical Link International, a Canada-based, international non-profit organization, is looking for a contract Coordinator to support its mission and activities.

The Coordinator plays an important role in the implementation of strategic action plans, policy development and committee support. The Coordinator utilizes research and writing skills to contribute to the knowledge base of CLI and demonstrates good organizational and project management skills to coordinate a wide range of activities in a quality and timely manner.

The ability to communicate clearly and effectively, as well as establish positive networks and relationships with diverse stakeholder groups is essential. The Coordinator is tasked with supporting the President in scoping and establishing activities, protocols, or structures that contribute to the financial sustainability of CLI and funding and revenue streams. The Coordinator will also assume administrative duties such as setting meeting agendas, transcribing minutes, and other associated duties.

Qualifications:

A level of education, training and experience equivalent to Grade 12, plus completion of relevant post-secondary courses and a minimum of three (3) years recent related experience, preferably in community interpreting (including health care and legal community), language industry, language service and/or in the areas of access and inclusion, community development, and diversity. Knowledge of issues relevant to the language industry, with a focus on community interpreting, and understanding of roles of various stakeholders a strong asset.

A demonstrated ability to work independently necessary. Demonstrated organizational skills and ability to prioritize workload and work under time pressures to meet deadlines on multiple projects concurrently. Strong skills, interest and experience in social media, website maintenance, and virtual meeting platforms. Strong and effective communication skills – both written and verbal – in English. A second language preferred, but not necessary. Commitment to access and equity; understanding of the nature of systemic barriers to access. Physical ability to do the job. Research skills a strong asset, as is the ability to write in a variety of different formats and styles: promotional, educational, business case, report, interview, and web based.

Posting Date: November 15, 2019

Closing Date: Open until filled

Pay Rate: \$25/hour to a maximum of 25 hours per month

Contract: This is a contract position that will run for 6 months with an option for renewal and/or extension

Location: Virtual/global – (preference for Canada for logistical reasons)

If you are interested and meet the qualifications, please send your resume and cover letter to:

admin@criticallink.org

ATTENTION: Hiring Committee.

Only those applicants selected for an interview will be contacted. Resumes and cover letters will not be returned.

FIND OUT MORE ABOUT CRITICAL LINK AT WWW.CRITICALLINK.ORG