

**Common Frontiers**  
**Job Posting - October 2023**

**COMMON** CANADA  
**FRONTIERS**

**Title: Coalition Coordinator**  
**Position: Full-time - Term**  
**Location: Remote**



[Common Frontiers](#) is a national coalition with over two decades of experience and credibility in international solidarity. Composed of faith-based, labour, and social justice organizations focused on the Americas, Common Frontiers is uniquely positioned in Canada to provide important analysis, and solidarity, inside and outside the country.

Working under the direction of the Steering Committee, and in collaboration with other Common Frontiers members, the Coalition Coordinator undertakes the work as outlined in the general description below.

**Coalition coordination**

- Provide strategic, logistic, and administrative leadership and support to the coalition.
- Support the development and implementation of an annual workplan and program of action.
- Ensure the financial viability of organization and proper management of a yearly budget.

**Outreach, representation, and campaign support**

- Communicate regularly and act as liaison with and amongst allies and partners in the Americas, including Canada.
- Taking part in developing and mobilizing campaign activities as per the annual project plan.
- Ongoing strategic lobbying with politicians and government officials.
- Support the coalition's participation in various local and international initiatives/events.
- Support membership expansion efforts.

**Research, writing, educational**

- Ongoing monitoring and critical analysis of developments in the Americas.
- Provide analysis of Canadian foreign policy in Latin America.
- Support research analysis of key issues.
- Coordinate information dissemination and educational activities.

## **Communications, media outreach**

- Maintain the Common Frontiers website, email list, and social media accounts.
- Conduct media work, including drafting articles, op-eds, press releases, and media interviews etc.

## **Experience and skills**

Common Frontiers is seeking an individual with

- Strong leadership and facilitation skills.
- Knowledge of the history and current context in the Americas, including an understanding and interest in social movement, organizing, and international solidarity.
- Experience working with, or within, progressive sectors such as the labour movement, Canada based NGOs or relevant coalitions.
- Understanding of and ability to critically analyze key foreign policy issues.
- Demonstrated campaigning experience.
- Ability to prepare funding applications and yearly reports to funders under direction of CF steering committee.
- Excellent interpersonal, communications and organizational skills.
- Ability to write news releases and facilitate media relations.

The successful candidate should have:

- Capacity to work in a self-directed manner, collaborate with a team, and to provide leadership as required.
- Ability to handle multiple tasks and plan work priorities under pressure.
- Mastery of Spanish is a requirement, working knowledge of French is an asset.
- Good administrative and computer skills.
- Willingness to travel and to work evenings and weekends, when required.
- Work experience in Latin America is an asset.

## **Compensation**

This is a full-time-one year term position, that is renewable based on performance and funding availability. The annual salary is \$80,000. Working hours are flexible.

Please submit your résumé, no later than 5:00 p.m. EST, November 1, 2023, by email to Louise Casselman, [cassell@psac.com](mailto:cassell@psac.com). We thank you for your interest in working with Common Frontiers but regret that only those selected for an interview will be contacted.