



Communications and Multimedia Project Coordinator

Duration: 10 April 2026 – 30 June, 2026 (with a possibility of extension)

Duration: Part-Time Student Contract

Hourly Rate: \$25/hr.

Hours: up to 10h a week with flexible scheduling

About us

[LERRN](#) is the Local Engagement Refugee Research Network. Our Project Secretariat is based at Carleton University. We are a team of researchers, refugee leaders and practitioners committed to promoting protection and solutions with and for refugees. Through collaborative research, training, and knowledge-sharing, we aim for the knowledge and expertise of those most affected by displacement to shape forced migration studies, policy and practice, contributing to a global forced migration response system that is more effective, legitimate and accountable for and to those most affected by displacement.

Scope of Work

Under direction of the Project Director and Director of Operations and Assessment, *the Communications and Multimedia Project Coordinator* will provide support to the Project Secretariat in developing and maintaining effective communication strategy to increase awareness and impact of the Local Engagement Refugee Research Network (LERRN) partnership funded by the Social Sciences and Humanities Research Council of Canada (SSHRC).

Primary Duties or Responsibilities

The Communications and Multimedia Project Coordinator will perform a variety of communication tasks in support of the Knowledge Mobilization activities of the Local Engagement Refugee Research Network (LERRN). Duties will include, but not be limited to:

Social Media and Communications:

- Develop, maintain and improve LERRN project communication strategy and monthly communication work plans.
- Develop content for social media channels that is consistent, targeted, and impactful and aligned to project goals and objectives.
- Coordinate and maintain LERRN online presence to increase our digital outreach and engagement (including website, Facebook and Twitter, etc.).
- Coordinate and conduct regular interviews with our partners, students and stakeholders.
- Prepare articles, press releases and other promotional and outreach materials, including quarterly bulletins and annual newsletters.
- Maintain media archives, including photo, video, audio, and release forms.
- Guide and coordinate media-production team in preparing LERRN digital and print products.
- Design and coordinate public engagement events and social media campaigns to promote LERRN initiatives, products and results.
- Prepare regularly social media reports and analytics.



- Stays informed of developments and update the Project Secretariat on emerging platforms, technologies and innovations to identify new opportunities for effective project knowledge mobilization.

Video Editing and Digital Content Creator:

- Produce short promotional videos, podcasts, and other media content to support LERRN's core mandate, for use across its social media platforms
- Assist with pre-production tasks such as scriptwriting, storyboarding, and location scouting.
- Edit raw footage to create compelling and visually appealing research promotional materials and knowledge mobilization products.
- Film, produce and edit video materials that affectively and accurately reflect the theme and tone of a research product.
- Sourcing relevant B-roll from internal library and online.
- Enhance video and audio quality, add special effects, and incorporate relevant graphics and animations, identifying and incorporating music scores, create/edit subtitles in the videos, as needed.
- Post video on YouTube, create brief description for each video.
- Manage and archive video media in a digital library.

Required Qualifications:

- Be a registered student at Carleton University, enrolled in Media Production and Design, Film Studies, Communication and Media Studies, Interactive Multimedia and Design, or Journalism for the duration of the contract.
- Have experience managing social media for research projects.
- Have a minimum of two years of experience in interviewing, writing, and editing articles or blogs.
- Demonstrate strong visual storytelling skills, including the ability to create meaningful content and edit videos for diverse audiences.
- Have experience in scriptwriting, storyboarding, and content conceptualization.
- Have experience coordinating shoots (e.g., interviews), including scheduling and logistics planning.
- Possess advanced proofreading skills and strong attention to detail.
- Demonstrate the ability to work effectively as a supportive and productive team member in a rapidly changing, deadline-oriented environment, with strong time management skills.

Nice to have:

- Proven video editing experience and familiarity with design and editing software (Adobe Creative Suite, Final Cut Pro, DaVinci Resolve, Canva, etc.).
- At least one year of experience working with content management systems (CMS), including WordPress, and email marketing/newsletter platforms (Cyber Impact, Campaign Monitor, Mailchimp, etc.).
- Proficiency in operating professional video cameras, DSLRs, or mirrorless cameras.
- Strong understanding of lighting techniques and audio recording.
- Excellent written and oral skills in English; French is an asset.
- Experience communicating complex social issues, particularly in the context of forced displacement.

Note: No video or audio recording equipment will be provided under this assignment.



LERRN is a community of researchers, refugee leaders, and practitioners committed to working with and for refugees and forcibly displaced people to advance their rights and protection. All hiring and advancement decisions are merit-based. We welcome team members from diverse backgrounds and life experiences, and we strongly encourage individuals with lived experience of forced displacement to apply. We are committed to building a team that reflects our vision, mission, and values.

How to apply:

Please submit your resume, cover letter to lerrn@carleton.ca by **03 April 2026**. Please quote “**Communications and Multimedia Project Coordinator**” in the subject line. References are required. In your concise cover letter, specify how your skills and experience match our requirements. At this time, we will not be accepting phone calls. Only those candidates selected for an interview will be contacted.

Thank you for your interest in this position.