



Project Staff Writer

Duration: September 2022 – June 2023

Duration: Temporarily (Contract based)

Hours: up to 120 hours per term with flexible scheduling.

About us

[LERRN](#) is the Local Engagement Refugee Research Network funded by the Social Sciences and Humanities Research Council of Canada (SSHRC). Our Project Secretariat is based at Carleton University. We are a team of researchers and practitioners committed to promoting protection and solutions with and for refugees. Through collaborative research, training, and knowledge-sharing, we aim to improve the functioning of the global refugee regime and support policy and practice by a more inclusive, equitable and informed collective engagement of civil society.

Scope of Work

We are looking for an efficient and enthusiastic Staff Writer to join our communications team. Under direction of the Program Director, the Project Staff Writer will provide support to LERRN Project Secretariat Communications Team in developing effective project content to increase awareness and impact of the Local Engagement Refugee Research Network (LERRN) partnership.

Primary Duties or Responsibilities

The Project Staff Writer will perform a variety of communication tasks in support of the operations of the Local Engagement Refugee Research Network (LERRN). Duties will include, but not be limited to:

- Create quality content for the LERRN website, news posts, reviews, feature stories and social media content.
- Conduct background preparation for project related articles, press releases and other materials.
- Conduct in-person and virtual interviews with LERRN partners, stakeholders and prepare monthly feature stories highlighting LERRN's impact.

- Review and edit all LERRN's written digital content for spelling and grammar errors.
- Assist with developing, maintaining and improving our project communication strategy and associated monthly communication work plans, and identify opportunities for improvement.
- Maintain LERRN online presence to increase our digital outreach and engagement (including website, Facebook and Twitter).
- Provide input on a range of communication materials, including layout, style, and accessibility.
- Take notes during the meetings, and provide summary and briefing notes.
- Performs other related duties as requested by the Project Secretariat team to support effective operation of our Project.

Qualifications:

- Be a registered student at Carleton University, majoring in Journalism, Communication Studies, English Language Studies, Creative Writing or relevant field for the duration of the contract.
- Strong knowledge of social media tools.
- Experience with editing content for web and social media.
- Have social media work experience with other research projects.
- Staff Hands-on experience of content management systems like WordPress, MS Office, Digital Editing and databases
- Have proven ability to be a supportive and productive team member.

Essential:

- Proven portfolios of published articles.
- Have a demonstrated experience in interviewing, writing and editing articles and blogs.
- Have excellent written and oral skills in English.
- Have advanced proofreading skills and attention to details.
- Experience with communicating complex social issues in the context of forced displacement.
- Proven 1- 2 years of experience as a Staff Writer or Reporter.

How to apply: Please submit your resume, cover letter to lerrn@carleton.ca by 26 September 2022. Please quote "Project Staff Writer" in the subject line. References are required. In your concise cover letter, specify how your skills and experience match our requirements. We will not be accepting phone calls during this time.

Thank you for your interest in this position; however, only shortlisted candidates selected for an interview will be contacted.