

2022–2023 ELN Communications Lead Role Description

Are you a passionate, inclusive, and collaborative leader ready to take on a high-impact leadership opportunity and support the growth and development of young, underrepresented, and emerging leaders across the Greater Toronto and Hamilton Area (GTHA)?

Apply to be part of the Emerging Leaders Network Executive Committee!

*We are currently recruiting for 6–8 ELN Executive Committee members to fill roles as Programming Leads and Communications Leads, who will sit on the committee for a two-year term beginning in January 2022. If interested, **please complete an [application](#) by 11:59 p.m. ET on September 9th, 2021.***

ELN GOVERNANCE & COLLABORATION STRUCTURE

- The ELN is led by a volunteer team of ~10 rising leaders (made up of 2 Co-chairs and 6–8 Executive Committee members – called “the ELN Executive Committee”) who works collaboratively with the ELN Program Manager and other CivicAction staff to plan events and communications that provide capacity building and civic engagement opportunities for rising leaders across the GTHA.
 - **ELN Programming Leads** work with the ELN Program Manager to develop engaging and topical programming focused on leadership development and community-building. They identify unique and innovative programming opportunities that complements existing programming by CivicAction and the ELN.
 - **ELN Communications Leads** work with CivicAction staff to support event communications, generating content for ELN social media channels, and attracting and engaging a diverse network of emerging leaders.
 - The **Co-Chairs**, in collaboration with the ELN Program Manager, provide ongoing guidance and leadership to the Executive Committee, as well as facilitate and oversee the planning of ELN strategy over the two-

year term. The Co-Chairs also represent the ELN on both the [CivicAction](#) and [CivicAction Leadership Foundation](#) Boards. **Refer to appendix for a description of both organizations.*

RESPONSIBILITIES OF ALL EXECUTIVE COMMITTEE MEMBERS

- Use your strengths, skills, and networks to support the Emerging Leaders Network (ELN) in achieving its strategic goals and objectives over the two-year term (2022–2023).
- Act as an ambassador of the ELN, both within the network and with external stakeholders.
- Work closely with the Co-Chairs and other Executive Committee members to address challenges faced by rising leaders in the GTHA, collaboratively develop solutions, and follow through on implementation.
- Participate in monthly Executive Committee meetings and monthly ELN events.
- Be open to connecting with ELN members through one-on-one meetings (e.g. coffee chats) to provide mentorship, advice and guidance.
- Actively contribute ideas for making the network dynamic, inclusive and impactful to members and prospective members.
- Support the work of CivicAction by providing input and advice into projects and strategic direction, and participating in city-building opportunities (e.g. sitting on a committee or attending an event) where opportunities and interests align.

COMMUNICATIONS LEAD RESPONSIBILITIES

Positions Available	2
Term	Two years beginning in January 2022
Role Description	A Communications Lead is responsible for actively supporting member engagement and the ELN's communication efforts. This includes supporting CivicAction staff with member communications and generating content for all ELN digital channels (Twitter, Facebook, LinkedIn, the ELN newsletter, Spotlight blog, and ELN webpage) to help attract and engage a diverse network of emerging leaders.
Key Responsibilities	<ul style="list-style-type: none"> • Working with CivicAction staff to develop and execute external communication pieces that support the ELN strategic goals and objectives determined by the Co-Chairs and the broader Executive Committee at the beginning of the term. • Working with Programming Leads to plan and execute outreach strategies for all events to drive attendance and ongoing engagement. • Participating in ELN events and developing engaging Spotlight blog posts that articulate the benefit of events and the impact of the network. • Working with CivicAction staff to support ELN members who wish to write for the ELN blog and ensure their experiences are articulated and their stories are told. • Attending monthly communications meetings with CivicAction staff to ensure objectives are aligned between the ELN and CivicAction and to share new ideas.

TIME COMMITMENT:

Throughout the course of the 2022–2023 term, all Executive Committee members will need to commit to ~10 hours per month which includes:

- Quarterly mentorship meetings with an ELN Co-Chair
- Monthly ELN Executive Committee meetings (cadence may be shifted as determined by the needs of the committee), ranging from 1.5–2 hours in length. Meetings may take place online or at the CivicAction office in downtown Toronto.
- Regular attendance at CivicAction and ELN virtual and in-person events & activities (mostly evening/after-hours with some weekend events – in-person events are often located in downtown Toronto but may be anywhere in the GTHA).
- Ad-hoc mentorship and support to ELN members (i.e., coffee meetings).

WHY VOLUNTEER? WHAT'S IN IT FOR YOU?

- A unique opportunity to work with a highly talented, diverse Executive Committee of rising leaders who are committed to achieving a shared vision and impactful outcomes.
- Working collaboratively with a high-profile organization that drives action & change.
- Access to exclusive CivicAction events, influencers and leaders.
- Leadership development opportunities, including trainings, workshops, and mentorship.
- Ability to influence, impact and accelerate the leadership trajectory of the GTHA's rising leaders.
- Recognition for your contributions to city-building through CivicAction's promotional efforts and social media channels.

WHO WE ARE LOOKING FOR:

The ideal candidates are emerging leaders who:

- Passionate about improving the Greater Toronto Hamilton Area (GTHA).
- Bring a unique voice and/or experience to city-building issues and spaces
- Interested in personal leadership development and utilizing their leadership skills to activate on civic issues impacting the GTHA.
- Are committed to learning anti-oppressive and anti-racist practices (training will be provided to Executive Committee members).
- Are collaborative team-players who are open to the ideas of others.
- Have a realistic understanding of the requirements of joining the Executive Committee and are able to prioritize the commitment.

Don't meet every qualification? We understand that there is no 'one size fits all' definition of leadership and encourage you to apply regardless!

CivicAction is committed to diversity in our workplace and programming. We encourage applications from people of all genders, races, ethnic origins, religions, abilities, and sexual orientations. We strongly encourage applicants from Indigenous and Black communities.

If you have any questions, please contact the ELN Program Manager at Rebecca.klaassen@civicaction.ca.

We look forward to receiving your application!

APPENDIX A:

GENERAL OVERVIEW OF CIVICACTION & CIVICACTION LEADERSHIP FOUNDATION

For over a decade, CivicAction has brought together senior executives and rising leaders from all sectors to tackle the biggest challenges facing the Greater Toronto and Hamilton Area. Going beyond taking action on regional issues, CivicAction knows that we need to cultivate and grow strong civic leaders for today and tomorrow. To accomplish this, the CivicAction Leadership Foundation was launched in 2017.

The CivicAction Leadership Foundation is built on the belief that there is nothing more important to the future of our communities than preparing those who will lead them. The CivicAction Leadership Foundation provides high impact leadership programs that open doors, minds & opportunities for young, emerging, and under-represented leaders in the GTHA.

GENERAL OVERVIEW OF EMERGING LEADERS NETWORK (ELN)

The CivicAction Leadership Foundation's Emerging Leaders Network (ELN) connects, develops, and activates rising leaders from across the Greater Toronto and Hamilton Area (GTHA). By creating opportunity for thought-provoking dialogue, leadership development, and networking opportunities, the ELN helps build-up and galvanize action-oriented leaders to create a more connected, collaborative GTHA. Anyone who identifies as an emerging or aspiring leader in their career and/or community, whether through their day job, volunteerism or other involvement, and is passionate about building a better region is invited to join the ELN.

Created in 2006, the ELN is now 3000+ rising leaders strong, including DiverseCity Fellows alumni, and represents a wide range of backgrounds, communities, and sectors throughout the GTHA. In addition to monthly events focused on networking and skill-building, the ELN hosts a bi-annual conference, ELNstudio, for rising leaders to develop leadership skills and action-oriented solutions to pressing civic issues.