

Engagement Officer (Chinese/English bilingual, voluntary position)

If you feel you are the right fit, please send your cover letter and resume to hello@gncanada.ca to apply.

Good Neighbors Canada

Good Neighbors is an international humanitarian development non-governmental organization (NGO) founded in South Korea in 1991. After 5 years, we obtained consultative status with the United Nation's Economic and Social Council (UNECOSOC). Good Neighbors Canada launched in March 2017 in London, Ontario. Under the Good Neighbors' international governance, we focus on fundraising, refugee and newcomer settlement programs, and global development campaigns to support field projects.

Good Neighbors Canada is seeking to broaden its reach online to the Chinese community in Canada, so would love to bring a speaker of Mandarin and/or Cantonese to the team. This candidate would act as a supporting Engagement Officer to provide flexible voluntary support to the Good Neighbors Canada social media and advertising teams.

Role

The voluntary Engagement Officer is responsible for the ongoing management of communications related to community networking and paid social media advertising. Through the development of a Chinese network, the Engagement Officer will support Good Neighbors Canada to tap into a broader donor base and thus enhance support for Good Neighbors Canada's international development projects.

Reports to Project Manager

TASKS

- Broadening the Good Neighbors Canada network through developing relationships with Chinese speaking churches and corporate partners
- Supporting with the translation of materials (written and spoken) to develop paid social ads
- Managing Chinese language comments on Facebook and Instagram and responding in an effective, brand-aligned manner
- Providing written support to Chinese speaking donors who begin a relationship with our charity in response to an advert
- Adherence to key organizational policies including safeguarding and confidentiality
- Other duties as assigned

QUALIFICATIONS

- Written and spoken fluency in English, and **either** Mandarin **or** Cantonese
- Articulate and passionate about international development



- Flexible availability including provision of support outside of regular business hours
- Strong communication and relationship building skills for calling and talking with donors, volunteers and prospective partners, with a professional, polite communication style
- Experience in developing relationships with community partners and speaking at fundraising and awareness-building charitable events is a bonus
- Access to own vehicle is a bonus (auto mileage will be provided based on the log)
- Up to 5 hours per week starting commitment.

Good Neighbors Canada actively seeks staff who reflect the diverse community it serves. Individuals typically underrepresented in the community are encouraged to apply. This includes (but is not limited to) individuals who identify as queer, trans, persons of colour, Indigenous persons, women, persons living with disabilities and/or with mental health variations. Accommodations are available on request.

We acknowledge that your experience may not fit the exact specifications we have listed here. If you do not fit some of the criteria, but feel you have strengths to bring to our organization, please send us a message and tell us about the value you can add to Good Neighbors Canada!

If you feel you are the right fit, please send your cover letter and resume to our Project Manager, Rachel Morrison, at hello@gncanada.ca, to apply.