



DIGITAL COMMUNICATIONS ASSOCIATE (PART-TIME)

LOCATION: TORONTO, ONTARIO

Convergence is the global network for [blended finance](#). We are the source for everything blended finance, including deals, data, reports, trainings, webinars, and much more. At Convergence we believe that blended finance can disrupt traditional development finance as we know it, by attracting private sector funds to developing countries in volumes never before seen.

Convergence is headquartered in Toronto, but we operate globally and have a presence in Nairobi, Manila, and Washington DC. Over the last five years, we have built a robust network of over 200 public, private, and philanthropic investors as well as sponsors of transactions and funds. To accelerate advances in the field, Convergence also provides grants through its [Design Funding](#) program, which funds the design of new blended finance solutions.

We are small but mighty. Join us if you want to be part of an energetic team with a unique role at the intersection of development and finance. We are passionate about and united around the goal of directing money to where it's needed most – into developing countries and towards achieving the United Nations Sustainable Development Goals. We have built a culture defined by our diversity, inclusivity, and ability to get things done. In this relatively new and growing organization, you can be sure that you'll have a voice and leave your mark. Finally, we take our team members' growth and well-being seriously, so we offer opportunities for professional development and team building as well as flexible schedules and generous time off policies.

POSITION DESCRIPTION

Convergence is currently seeking a Digital Communications Associate (part-time, 20 hours/week). You will support the Head of Communications to develop and implement communications campaigns and strategies across our digital channels.

RESPONSIBILITIES

- Support the execution of a content forward plan for website, social media, and e-mail marketing.
- Support the monitoring and analysis of web, social, and e-mail marketing metrics to inform digital strategies.
- Support the development and implementation of social media campaigns, including drafting and scheduling posts, and monitoring Convergence's channels.
- Develop and design engaging multimedia content (e.g. videos, infographics) for social media and other digital platforms.
- Develop and design e-mail marketing campaigns and newsletters.
- Develop, design, and update branded outreach material, including brochures, fact sheets, etc.
- Liaise with channel partners to support dissemination, including the creation of social media packs/tailored content for cross-posting.
- Proofread press releases, blogs, newsletters, op-eds, and other outreach materials.
- Update content on Convergence's website.

REQUIRED QUALIFICATIONS

- Minimum of a bachelor's degree or diploma in a related field (e.g. Communications, Marketing, Journalism, Public Relations etc.).
- 1-2 years of applicable past work experience.
- Excellent oral and written communication skills.
- Familiarity with Adobe Creative Cloud (specifically InDesign, Illustrator, and Premiere Pro).
- Familiarity with Google Analytics.
- Familiarity with mass mail systems such as MailChimp.
- Basic understanding of HTML code.
- Experience in video editing and production, strongly desired but not required.
- Superb time and project management skills, attention to detail, and ability to work independently under tight deadlines

Candidates should be eligible to work in Canada.

APPLICATION INSTRUCTIONS

Interested and qualified applicants should send a single PDF document containing a one-page cover letter and maximum two-page CV to hr@convergence.finance, with Digital Communications Associate in the subject line. We will be reviewing applications on a rolling basis with a hard deadline of July 16, 2021. Please note that due to the high volume of applications, we will only contact applicants selected for an interview.