



Ontario Gang Investigators Association Executive Board Vacancy **Director of Communications**

The Ontario Gang Investigators Association (the Association) is seeking interested candidates to perform the duties of the Director of Communications in the capacity of an Executive Board Member of the Association.

Compensation: This is a volunteer position

Commitment:

- 1 Executive Board Meeting per month, set in advance
- Volunteer at Annual Conference and other training events
- Respond to emails / phone calls to conduct association business between meetings

Requirements:

1. Must be eligible for membership through fulltime employment in a supported profession
 - Peace Officers as defined under the *Criminal Code of Canada*;
 - Special Constables under the Ontario *Police Services Act*;
 - any duly appointed auxiliary police officer;
 - civilian staff of a law enforcement agency where their primary responsibilities include a law enforcement component;
2. Must not be in conflict with the purposes of the Association

Duties of the Director of Communications:

The Director of Communications is responsible for implementing the Corporation's communication strategy and maintaining its social media presence. This will include maintaining the Corporation's social media accounts as well as uploading content. This will further include close cooperation with other Directors. The Director of Communications shall perform all duties incident to the office and other such duties as provided by these bylaws or as may be prescribed from time to time by the board of directors.

Specifically, the Director of Communications shall:

- a) perform all duties incident to the office of the Director of Communications and such other duties as may be required by law, by the Articles of Incorporation, by the bylaws, or which may be assigned from time to time by the Executive Board;
- b) be responsible for the creation, maintenance, and security of all Corporation social media accounts;
- c) develop or update the communication strategy in conjunction with the President and Vice President and implement it accordingly;
- d) monitor the Corporation social media accounts for any external posts or comments that are deemed inappropriate, and will alert the President and Vice President to determine the appropriate response;
- e) act as liaison to those professional partners of the Corporation in the area of social media and communication;
- f) create, assist with, and/or supervise the creation and online publication of any materials on the Corporation's social media accounts; and provide a concise and accurate written report of all activities within the portfolio, since the last report, at all scheduled meetings of the board of directors.

Application deadline: February 16th, 2023

How do I Apply

Please submit your expression of interest and qualification related to the duties of the position no later than February 16th, 2023 to Alan Cooke, Ontario Gang Investigators Association at executiveofficer@ongia.org