

The NETWORK IS HIRING: Communications Specialist

Candidates who believe they are overqualified for this position are encouraged to apply. NETWORK is a fast-growing organisation.

- Type:** Full-time; one-year contract (with possibility of renewal)
- Deadline:** July 23
- Salary:** \$28-\$32/hour (commensurate with experience and current HR policies)
- Benefits:** Three weeks holiday, personal and wellness days and winter break
Group insurance plan (health, dental, life, and more);
Group RRSP plan (employer-matched).

About the job: Do you have a strong background in written communications and multimedia techniques? The NETWORK is looking for a bright, creative individual who can provide creative and operational editorial support to the organisation.

Description:

Reporting to the Communications Manager, the Communications Specialist is responsible for developing and executing a communications plan including the promotion of community programs and outreach activities. This mandate includes brand positioning, social media content planning and regular website updates.

Main Responsibilities:

A. STRATEGIC PLANNING – BRAND POSITIONING

- Participate in the development, implementation and evaluation of the annual communication plan and its update;
- Coordinate the promotion of events and projects, including, but not limited to, the development of branding and communication strategies to reach target audiences;
- Utilize brand image management skills to support teams;
- Support search engine optimization (SEO).

B. SPREAD THE WORD, JOIN AUDIENCES

- Develop communication material, including, weekly newsletters as well as the planning and creation of editorial content for regular publication on social networks;
- Draft press releases;
- Produce communication material to publicize significant achievements within the community and the NETWORK and support dissemination across all pertinent platforms to reach target audiences;
- Maintain the NETWORK website to ensure that information is consistent and up-to-date;

C. COLLECTIVE MANAGEMENT

- Provide close collaboration and support to team members;
- Actively participate in weekly staff meetings, team planning and retreat sessions;
- Any other duties as required by the organization.

Professional Skills:

- Fluency in French and English, spoken and written. Knowledge of an Indigenous language is an asset!
- Proven experience in a communications specialist role;
- Ability to plan, manage and evaluate multiple communication projects involving external and internal resources;
- Writing skills and excellent communication skills with a variety of audiences;
- Organisational skills and proven project management skills;
Experience and knowledge of key software, including Adobe Creative Suite, Wordpress, Elementor and Mailchimp. Video editing skills are an asset!

Personal Skills:

- Self-motivated, team player, good work ethic;
- Community spirit and commitment to decolonization;
- Significant knowledge of and sensitivity to the realities of the Inuit, Métis and First Nations communities in the greater Montreal area.