



Canadian Bureau for  
International Education  
Bureau canadien de  
l'éducation internationale

## **JOB POSTING**

<b>TITLE:</b>	Communications Officer
<b>SUPERVISOR:</b>	Director, Knowledge Mobilization
<b>DIVISION:</b>	Communications and Professional Development
<b>LOCATION:</b>	Ottawa
<b>LEVEL:</b>	Group 4 (full-time unionized position)

### **POSITION SUMMARY**

Reporting to the Director, Knowledge Mobilization, the Communications Officer plays a key role developing written communications that support CBIE's mission, brand and lines of business. S/he supports the Communications team in the planning, development and dissemination of communications materials and is a contributor of content to the corporate website, social media and other communications platforms. S/he has excellent writing and editorial skills with expertise developing media releases, Op-Eds, speeches and annual report messaging on behalf of the President and CEO and Board Chair.

### **RESPONSIBILITIES**

- Leads the development and editing of written communications materials including social media posts, media releases, website content, e-newsletters, e-blasts, annual report and Op-Eds; submissions / briefs to government and other communications material, as needed
- Supports Director as a contact for media inquiries, coordinating CBIE's response; prepare briefing notes and key messages; facilitates media interviews. Identifies reporters and maintains contact lists; liaises with media to pitch story ideas and op-eds
- Responsible for coordinating and publishing bi-weekly e-newsletter
- Supports design and production of all corporate print and web based materials including the annual report; annual student photo contest and other collateral material as needed
- Provides communications-related support for events, including conferences, workshops and webinars. This includes coordinating logistics for items such as signage and collateral materials.
- Supports the Communications team in uploading and publishing web content, and posting to social media networks as required.
- Sources and manages relationships with external suppliers (translators, graphic designers, printers, signage manufacturers, etc.)

- Performs other duties as required, including billing and providing administrative support to the Communications team.
- Plays a role in supporting CBIE activities such as membership relations, CBIE conference and other cross-team projects and committees, participates in regular staff meetings/events

## **QUALIFICATIONS**

- University degree or college diploma in communications, journalism, public relations
- Three (3) years relevant work experience
- Excellent communication skills in English and French, oral and written.
- Strong writing skills, particularly as they relate to media releases, annual report content, opinion pieces
- Ability to work with the media and develop a network of journalists
- Experience publishing content in digital media such as e-newsletters, e-blasts; managing and posting content to social media networks including Facebook, Twitter, YouTube and LinkedIn
- Web writing skills and ability to upload and publish content using WordPress and SharePoint as well as working knowledge of Adobe Creative Suite, and Hootsuite are considered assets
- Good understanding of the creative process and ability to work with designers is an asset

CBIE offers a comprehensive benefit package which includes an attractive pension plan and group insurance program. For general information on CBIE, visit our website at [www.cbie-bcei.ca](http://www.cbie-bcei.ca).

Please send your cv and letter of interest as soon as possible, quoting Competition 17-14, to [jobs@cbie.ca](mailto:jobs@cbie.ca) in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest but only short-listed candidates will be contacted.

*CBIE is committed to an inclusive, barrier-free work environment and encourages applications from all qualified individuals. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.*

**November 2017**