



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

JOB POSTING

TITLE: Communications Officer

SUPERVISOR: Director, Membership, Research and Learning

LOCATION: Ottawa

LEVEL: Group 4 (full-time unionized position)

**** This is a temporary position for a period of twelve months with the possibility of permanent employment***

POSITION SUMMARY

Reporting to the Director, Membership, Research and Learning, the Communications Officer plays a key role developing digital communications that support CBIE's mission, brand, and lines of business. They support in the planning, development and dissemination of communications materials and are a contributor of content to the organizational website, social media and other communications platforms. They have excellent verbal, writing and editorial skills with expertise developing marketing materials, media releases, social media campaigns, as well as speaking notes, 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 e-newsletters and the CBIE podcast.
- Supports design and production of all corporate print and web based materials including the annual report; event graphics 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 organization 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.
- 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.
- Working knowledge of Adobe Creative Suite, Canva, and Hootsuite are considered an asset.
- Good understanding of the creative process and ability to work with designers is an asset.
- Proven project management skills, including the ability to effectively organize, process, and communicate information in a fast-moving and unpredictable work environment.
- Self-starter with experience setting their own priorities and moving projects forward with agility and resourcefulness.

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.

Please send your cv and letter of interest as soon as possible, quoting Competition 23-03 to 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.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender and sexually diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

January 2023