

## **INTERNAL / EXTERNAL POSTING**

### **Communications Officer Bilingual Position**

#### **SCOPE OF POSITION**

Reporting to the Director of Finance and Corporate Services, the Communications Officer is responsible for the implementation and maintenance of WOCRC's corporate communications strategy. This includes designing and producing communications materials, media releases, grant proposals and annual reports.

#### **QUALIFICATIONS**

##### **Education**

- The ideal candidate will possess a degree in Public Relations, Journalism, Mass Communications or similar academic background.

##### **Skills & Experience**

- Minimum three years of related on-the-job experience.
- Strong research and writing skills are essential, along with ability to produce such products as news releases, feature stories, annual reports, briefing notes, presentation decks and content appropriate for electronic environments. Writing samples will be requested for evaluation.
- Must demonstrate ability to create a variety of communications products that strategically match the different information needs of both internal and external stakeholder audiences.
- Ability to work independently with minimal supervision or collaboratively as part of a team.
- Ability to develop creative ways to reach communication goals with limited budgets (please provide examples of situations where you demonstrated these abilities.)
- Knowledge of graphic design fundamentals and how to produce communications products suitable for both print and electronic environments is an asset.
- Experience working in a community organization or health and social services setting is an asset.
- Commitment to community based social service delivery and feminist principles.
- Demonstrated ability to identify and serve the needs of diverse communities.
- Ability to establish and maintain productive working relationships with community partners.
- Proven conflict resolution skills.
- Excellent organizational skills.
- Demonstrated flexibility and effectiveness within a rapidly changing environment, short deadlines and multiple priorities.
- Ability to travel throughout the City of Ottawa.

##### **Language Competencies**

- Ability to communicate fluently in English, spoken and written.
- Ability to communicate fluently in French, spoken and written.
- Ability to communicate fluently in other languages, spoken and written an asset.

*Bringing care and community together / Jumeler soins et collectivité*

**Computer Competencies**

- Word processing – Advanced
- E-mail applications – Intermediate
- Internet and web site – Intermediate
- Spread sheets – Basic
- Desktop publishing – Advanced

**LEVEL / SALARY:**

- \$41,436 to \$49,923 (under review) annually + benefits
- 35 hours/week

**Please submit your resume by 4:30 p.m., Friday, March 19<sup>th</sup>, 2010**

Reply to: Sheila Dudman, Human Resources Manager  
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