



CANADIAN INTERNATIONAL COUNCIL  
CONSEIL INTERNATIONAL DU CANADA

## **Communications Manager**

**Organization:** The Canadian International Council (CIC) is an independent, non-partisan membership NGO and think tank dedicated to advancing constructive dialogue on Canada's place in the world and providing an incubator for innovative ideas on how to address the world's most pressing problems. The national office of the CIC, located in Toronto, runs the council's research program, disseminating an array of publications and featuring original and in-depth analysis on its interactive website. This research arm is complemented by a network of 15 branches across Canada. The branches incorporate the voices and feedback of citizens; engage local communities with programs that involve speakers, seminars, round table discussions and conferences; and organize study groups that generate citizen dialogue and involvement in international affairs. In this way, the CIC reflects the ideas and interests of a broad constituency of Canadians who believe that a country's foreign policy is not an esoteric concern of experts, but directly affects the lives and prosperity of its citizens.

**Contract Term:** 12 months (renewable)

**Job Type:** Full-Time

**Location:** 15 Devonshire Place, Toronto, Ontario, M5S 1H8

**Salary:** \$45,000 (with benefits)

**Position Summary:** Reporting to the President, the Communications Manager will be responsible for overseeing all external communications for the CIC national office in Toronto and supporting communications activities of the CIC's 15 branches. This includes responsibilities in the areas of website development, social media management, event organization and fundraising.

### **Key Activities:**

- Development of CIC communications strategy.
- Management of the CIC's website.
- Management of the CIC's blog, multimedia content and newsletters.
- Support for the CIC's publications program.
- Oversight of program assistants and interns.
- Management of CIC social media accounts (Twitter, Facebook, YouTube & LinkedIn etc).
- Oversight of CIC virtual events.
- Management of CIC media outreach.

- Support for the development of CIC relations with key constituencies, including: government, the private sector and the NGO community.

### **Minimum Qualifications**

- Two years work experience in communications.
- A post-secondary degree with a relevant specialization.
- Website management skills using the WordPress content management system.
- Social media and digital marketing skills in HootSuite/Buffer, Google Analytics, MailChimp, and EventBrite.
- Graphic design skills using Adobe Creative Suite, with an emphasis on Photoshop and InDesign.
- Strong writing and copy-editing skills.
- Multimedia management and production experience.

### **Key Competencies and Abilities**

- Strong communications (written and oral) and interpersonal skills.
- Strong information technology skills.
- Ability to multi-task and work under pressure.
- Excellent time management skills.
- Capacity to work in an unstructured environment with minimal supervision.
- A self-starter and independent learner.
- Ability to manage and mentor interns, assistants and external contractors.
- Organized and detail-oriented.
- Strong project management skills.
- Knowledge of international affairs and Canadian foreign policy.

### **Assets**

- Bi-lingual (French and English).
- Experience with database management or CRM tools, preferably Salesforce.
- Experience with NGOs and/or member-based organizations.
- Understanding of the Divi WordPress theme.
- Knowledge of audiovisual equipment, set-up and operations including: mixing/editing software, lighting tools, cameras, microphones, projectors and video recorders.
- Experience with virtual conferencing technologies.
- Graphic design experience.

### **How to Apply**

Interested applicants are invited to send a cover letter, CV, and the names of two references to [msedra@thecic.org](mailto:msedra@thecic.org) by June 7, 2018 with the subject line “Communications Manager Application”. We appreciate all candidates’ applications but only those selected for an interview will be contacted.