As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

Communications Advisor, Communications Unit
Contract- 8 month duration

Are you experienced in change management communications? Do you have experience in helping people successfully learn and adopt new technologies and tools? If yes, we have an exciting opportunity for you. Join us as the experienced communications lead who will help us introduce new online collaboration tools to support virtual working environments.

Position Summary
Reporting to the Manager of Communications, the Communications Advisor develops and implements internal and/or external communications strategies to support the strategic goals and priorities of the Royal College. This includes building and maintaining relationships with stakeholders to understand their needs and advice on the creation and implementation of targeted, metrics-based communication plans and deliverables. This role supports key strategic initiatives, such as change management efforts, new programs/services of significance and/or member-focused communications.

You will proactively partner with clients and stakeholders to understand their needs and business goals to reflect these requirements in the development, implementation and execution of effective communication strategies, messages and deliverables. This can range from internal change management efforts to external membership communications and working with third party vendors (consultants, graphic design firms, agencies, etc.). You will research, write, edit, and proofread communication and promotional materials, including print, online and social media content. Other responsibilities will include monitoring performance of communication plans and, if required, recommending changes to strategy based on analysis of metrics.

You come to us with
- A university degree in Communications, Journalism or Public Relations.
- A thorough understanding of communications principles and practices.
- Five to seven years of experience working in communications with experience in change management communications.
- Excellent written and oral communications skills in English;
- Strong writing, editing and proofreading experience is required in English.
- Demonstrated success designing strategic communications that are aligned to business needs
- Working experience with social media technologies.
- Ability to be flexible, take quick action and ensure accuracy and attention to detail while still maintaining a high level of professionalism.
- Skilled in choosing appropriate key performance indicators and completing data analysis and communications benchmarking and evaluation
• Excellent interpersonal skills and the ability to effectively communicate with a wide range of individuals to foster and maintain effective working relationships.
• Highly motivated, organized and detail-oriented self-starter, who works well under pressure, can meet tight deadlines and can manage a number of projects simultaneously.
• Skilled in excellent decision-making and uses own judgment and ingenuity to solve problems
• Proficiency in various computer applications such as word processing, spreadsheets, e-mail, internet browser and database software.

To apply, please forward your résumé, covering letter and salary expectations by August 27, 2020 to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting T1475, last name, first name in the email subject line.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

Royal College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this commitment, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

Click to learn about Royal College and visit us at royalcollege.ca

Starting salary ranges from: $35.11-$39.50 per hour