



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 Coordinator - Bilingual

Are you passionate about communications? Do you have exceptional writing in both French and in English? Do you enjoy coordination work and thrive in a fast-paced environment? If yes, we have an exciting opportunity for you!

Position Summary

Under the direction of the Director, Communications, Marketing and Translation, you will be responsible for oversight of the following portfolios: (1) Internal communications, such as town halls and supporting employee communications initiatives; (2) Chief Executive Officer (CEO) related work, which includes crafting responses to the CEO Inbox and blog comments, dissemination of CEO Messages, and writing congratulatory letters; (3) External communications for Fellows, such as awards and educational webinars; (4) Functional communications, such as managing the Communications inbox, editing, photography and editing video scripts; and (5) Administrative work such as ordering office supplies and collation of expense receipts to support credit card reconciliations.

This is a terrific opportunity to support a wide breadth of communications initiatives and sharpen your communications planning and implementation skills.

We are committed as an organization to adhere to public health guidelines in support of our employees and their families. As such, we have recently extended our remote work arrangements for most of our teams to September 24, 2021. Flexibility is key in our new world. Connect with us to learn more.

You come to us with:

- College degree in a related field (communications, journalism, marketing or public relations), and/or equivalent combination of education and experience,
- A minimum of 1-3 years of related experience,
- Excellent verbal and written communications skills including, editing and proofreading; creating new materials from old content; revising content for improved end product,
- Ability to establish and maintain good working relationships and exchange or provide information in a clear and professional manner,
- Strong coordination, organizational, time management and project management skills to plan and coordinate activities, prioritize work, manage own day-to-day work,
- A detail-oriented approach with ability to work under pressure to meet deadlines,
- Ability to exercise judgment and initiative in adapting/applying guidelines, reviewing precedents, analyzing results to address non-standard issues or make recommendations,
- Ability to think high-level in order to conceptualize strategy and expectations from management,
- Ability to research, analyze, interpret, and synthesize data,
- Ability to exercise discretion and judgement when dealing with confidential data and situations.

- Advanced computer software skills required: Word, Excel, Outlook, and PowerPoint. Experience using databases and/or project software and the ability to learn software/programs are an asset.
- Knowledge of design software and HTML is an asset.
- Experience updating web content, using social media (Facebook, Instagram, LinkedIn, and Twitter) and monitoring tools, or digital media editing tools is an asset.
- University degree is an asset.

To apply, please forward your résumé, covering letter and salary expectations by **January 15th, 2021** to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting *JD696, 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.

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Starting salary ranges from (\$48,764 - \$55,832)

