



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.

### **Bilingual Senior Communications Advisor**

*Permanent, Full time*

Reporting to the Manager of Communications, the Senior Communications Advisor develops, manages 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 (members and volunteers from across Canada) to understand their needs in order to create and implement targeted, metrics-based communication plans and deliverables.

This role leads the development and execution of communication strategies in support of improved member engagement, change management efforts, new programs/services of significance, and member- and stakeholder focused communications, which includes providing advice and guidance on enhancing the brand reputation of the Royal College.

### **The Opportunity**

Are you a seasoned communicator with experience in member engagement, high-stakes or complex issues? Do you have demonstrated experience in communicating large change management process with measurable results? If yes, we have an exciting opportunity for you!

As Bilingual Senior Communications Advisor, you will:

- Lead the creation and implementation of communication strategies, messages and deliverables that reflect and address the needs of members and stakeholders, while meeting the business goals of internal clients;
- Advise on sensitive, high-risk communication issues in order to protect and maintain the corporate reputation;
- Liaise with members and key stakeholders to better understand their needs and to incorporate this input into communications strategies, with a special focus on analyzing the communication environment and membership needs in Quebec;
- Research, write, edit and proofread communication and promotional materials, while adhering to corporate branding and editorial standards;
- Monitors performance of communication plans, recommending change of tactics directly to clients based on analysis of metrics, and advises on opportunities and options for process and program improvements;
- Develop and implement a communications strategy to support the new educational strategy that will transform the current continuous professional development (CPD) program and require the development of supporting products and content for our Fellows;
- Participating and/or presenting in member advisory committee meetings and events in both official languages
- Partner with communications and marketing colleagues the Marketing Advisor to identify opportunities for membership engagement and ensure integration of messages across communications deliverables;

## Does this sound like you?

- Bachelor's degree in Communications, Journalism or Public Relations or related field and experience;
- Minimum 7 years' demonstrated experience working in communications with a focus on change/risk management;
- A thorough understanding of communications principles and practices;
- Strong creativity in order to design new communications strategies and formulate novel approaches to solving unique, complex problems;
- Excellent writing/editing and proofreading skills with the ability to think and communicate clearly, and create a concise and well-written narrative to engage audiences;
- Excellent organizational, time management and project management skills to plan, prioritize and coordinate own and others' activities;
- Demonstrated leadership, proven people management skills and an ability to influence a variety of constituents to adopt new practices and behaviors through different means and interactions with management;
- Ability to work effectively with little or no supervision, minimal direction and frequent interruptions;
- High motivation, dedication to detail and accuracy, an ability to observe tight deadlines, multitask and work independently or as a member of a team;
- Bilingualism in verbal and written competencies is required.

## How to apply

Please forward your résumé, covering letter and salary expectations by **April 14, 2021** to [careers@royalcollege.ca](mailto:careers@royalcollege.ca). To ensure the hiring committee reviews your application, quote posting *JD1023, last name, first name* in the email subject line.

We welcome applications from those with a demonstrated commitment to upholding the values of equity, diversity, and inclusion. We encourage applications from traditionally marginalized groups. Candidates from these groups who are interested for consideration, are invited to self-identify.

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.

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

*The Royal College is committed to the principles of equity, diversity, and inclusion in its learning, work environments and in its operations. We encourage applications from traditionally marginalized groups. 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 obligation, 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](http://royalcollege.ca)

Starting salary ranges from \$77,836.00-\$87,566.00

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Responsabilité • Collaboration • Intégrité • Respect