

Communications Officer

Title: Communications Officer

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit and Métis communities. Both organizations are governed autonomously but share office space and resources and both are staffed by a passionate team of individuals dedicated to providing support for midwives and the profession of midwifery across Canada and globally.

The Canadian Association of Midwives (CAM) is hiring a Communications Officer to replace a leave of absence for a 3 to 6-month period beginning immediately. *There may be a possibility to extend the contract beyond the 3 to 6-month period given the current growth of the organization.*

We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills, experiences and abilities.

Job Summary

The Communications Officer will work closely with the communications team to develop content (electronic and print materials), write newsletters and annual reports, review translations, maintain CAM's social media channels and update websites as required.

The successful candidate must possess strong writing skills in French and in English (fluent French is a requirement for this position), experience implementing social media and web strategies or campaigns to reach specific audiences and a good understanding of graphic design.

Primary Duties and Responsibilities

- Update and maintain websites according to a schedule and the priorities of the organization in English and French.
- Post content on social media channels in both official languages and monitor discussions.
- Develop, distribute and monitor e-communications in both official languages using Constant Contact and other platforms.
- Develop content (writing) for newsletters and annual reports.
- Provide design input on publications or other materials.
- Provide input on video content and assist with video editing as needed for social media channels and websites.
- Review English to French translations.
- Liaise with graphic designers.

Qualifications, Skills and Knowledge Requirements

- Diploma or degree in communications, graphic design, or a related field, or equivalent work experience.
- 3-5 years of professional experience in social media, communications, graphics or a related field.
- Excellent writing skills in French.
- Bilingualism (French/English).
- Professional experience using social media and developing web-content.
- Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Experience taking photos, short videos, and editing for social platforms.
- Solid understanding of design, layout, color, and typography.
- Experience working with content management systems for websites (i.e. WordPress, headless CMS).
- Excellent organizational skills and strong attention to detail for proofreading and reviewing print-ready or web-ready content.
- Ability to work independently and as part of a team.

Additional Assets

- Experience in communications work with not-for-profit organizations.

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- Full-time contract (3 to 6 months), possibility of extension.

Applications

Please follow these instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "CommsOfficer" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Communication Officer Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on July 22, 2019.

We thank all applicants for their interest however, only applicants selected for an interview will be contacted.