

**COMMUNICATIONS SPECIALIST
GOVERNMENT RELATIONS AND PUBLIC AFFAIRS DEPARTMENT**

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Communications Specialist assigned to the Government Relations and Public Affairs Department of the provincial office, commencing on or around **January 1, 2024**.

Duties include:

- Developing, writing, and editing of the Association's internal and external communications, including *Catholic Teacher* magazine, press releases, member update emails, collective bargaining information, and social media posts, as well as other content and publications;
- Developing, implementing, and leading communications strategies, campaigns, and advocacy projects/initiatives, on specific issues facing the Association, as determined by the General Secretary in co-ordination with the Department Head, Government Relations and Public Affairs;
- Supporting the Director of Member Communications and Public Affairs in addressing media and public inquiries, and monitoring news media;
- Working closely with staff in the Government Relations and Public Affairs department to facilitate the development of communications products, and to promote best practices across the Association's social media channels, websites, email tools, and other communications platforms;
- Developing and leading workshop presentations for internal and external audiences.
- Conducting research and analysis of current education, labour, and related issues – independently and in co-ordination with the Director of Research and other staff;
- Liaising with staff in other departments on various projects that involve communications elements;
- Providing advice to the Association on, as well as plans to implement, new and emerging communications strategies and platforms to further OECTA's strategic objectives and to best engage Catholic-teacher members, education communities, and the public;
- Applying an equity lens to the Association's communications to ensure that they meet OECTA's commitment to accessibility, inclusion, diversity, and equity; and
- other duties as assigned by the General Secretary.

Minimum qualifications include:

- Demonstrated knowledge and experience in writing and editing various types of content and publications;
- Demonstrated knowledge and experience in the use of digital communications and developing digital content, including emails, social media, videos, and advertisements;
- Demonstrated knowledge and experience with public relations campaigns, as well as responding to and proactively engaging news media;
- Post-secondary program in journalism or communications and/or a university degree or equivalent along with relevant work experience;
- Five years of successful employment in the communications field; and
- proven ability to work in a fast-paced, team-focused setting, with multiple competing priorities.

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The following would be an asset:

- Knowledge of education-related issues in Ontario;
- Related association and/or union experience; and
- an understanding of, and commitment to, publicly funded Catholic education.

The successful candidates should be prepared to become involved in additional professional growth programs in consultation with the General Secretary.

Compensation:

Salary, benefits and working conditions are as per the collective agreement between the Ontario English Catholic Teachers' Association and the OECTA Staff Association.

For those applicants granted an interview, the Association intends to hold such interviews on **December 20, 2023**.

APPLICATION PROCESS

Application closing date: **December 8, 2023 at noon.**

Qualified candidates are required to submit a résumé electronically to the attention of René Jansen in de Wal, President, via email to careers@catholicteachers.ca

Letters of reference will not be considered.

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.