



CAREER OPPORTUNITY

Manager - Communications Management Job Class Temporary – Until June 30, 2017 \$97,200 - \$117,032

The Catholic Children's Aid Society has an opportunity available for a **Manager - Communications**. This position, under the direction of the Executive Director, is responsible to provide leadership and expertise in communications and public relations; and, promote awareness of the agency programs and services among the Catholic community and general public; collaborate with staff, volunteers and foster parents to promote the Society's public profile.

Duties Include:

- Identify, conceptualize, develop and implement a communications and public relations strategy for the Society including targeted marketing plans and special public relations projects;
- develop professional working relations with the media including a spectrum of newspaper, television radio, special publications and professional journals; initiate media interest in newsworthy stories, preparing press releases and responding to media requests for information;
- provide communications and public relations advice and expertise to the Executive Director and senior management of the agency; provide coordinated and appropriate communication responses to all major media inquiries of a sensitive or high impact nature;
- provide communications and public relations advice and assistance to the Executive Director, Senior Leadership Team and all departments including coordinating and/or participating in a range of special public relations events;
- establish and maintain professional standards for producing, editing and distributing of all information and communication materials distributed by the Society including preparing articles and responses, websites, newsletters, videos, posters, brochures, Society letterhead and logos for new programs; coordinate preparation and publication of Foundation public relations materials and communications as requested;
- provide leadership with the Communications Department including establishing service objectives; planning and coordinating day to day activities;
- actively participate as a member of the provincial communications network;
- support advocacy initiatives as directed;
- be accountable for all staffing functions, including interviewing, hiring, orienting, educating, evaluating and taking corrective action when appropriate;
- work in a safe manner in accordance with the Society's Health & Safety Policies and procedures and all relevant legislation.

Qualifications Required:

- post secondary education with progressively responsible positions in communications and public relations and/or training and experience in public relations;
- excellent knowledge of public relations theory, professional practices, media relations, graphic design and desk top publishing;
- excellent written, verbal and interpersonal skills;
- demonstrated public relations research, writing and editing skills;





- ability to prepare media responses within a demanding crisis-oriented environment;
- demonstrated skills in quality leadership, organization and facilitation of a full range of public relations events and publications;
- knowledge of child welfare and the current issues facing child protection services;
- strong management skills including:
 - skills to facilitate group process and develop effective work teams;
 - coaching skills to transfer knowledge and build skills;
 - mediation skills to resolve differences effectively;
- demonstrated understanding of, and commitment to, integrating the mandate and values in the CCAS Mission Statement and service principles into practice, service delivery and team relationships;
- skills and knowledge of personal computer software used for desk top publishing, graphic design and web site development.

Assets:

- general knowledge of the Society's mandate.

file #

E- 16- 021 – OACAS

to

Catholic Children's Aid Society of Toronto, 26 Maitland Street, Toronto, Ontario M4Y 1C6

Fax: (416) 395-1551 | E-mail: hrs@torontoccas.org

Deadline Closing Date is: May 2nd, 2016

We thank you for your interest in working at the Catholic Children's Aid Society of Toronto. Upon available openings, we will be contacting qualified candidates accordingly.

All communications will be held in strict and professional confidence.

The Catholic Children's Aid Society of Toronto is committed to equity and diversity and encourages applicants from varied backgrounds.

We will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance at hrs@torontoccas.org