

MANAGER, COMMUNICATIONS



The Ontario Teachers' Federation (OTF) represents 160,000+ Ontario teachers in partnership with four affiliated bodies. We are currently accepting applications for the position of Manager, Communications to support OTF communications and projects in various areas.

Main Job Functions and Responsibilities:

- Responsible for OTF communications, including writing, editing, proofreading, translation liaison and approval, and meeting deadlines;
- Coordinating OTF events such as the OTF Special Recognition Award, OTF Fellowships, and participation in the OTIP Teaching Awards and Word-on-the-Street, as well as preparing communications for special days of recognition;
- Responsible for various publications, communiqués, and media releases, including approval and distribution through the appropriate OTF channels;
- Working with senior staff to produce and distribute position papers, and to provide support for special projects;
- Responsible for monitoring and updating content on several OTF websites, coordinating technical updates, and monitoring and initiating updates for AODA compliance, as required;
- Writing scripts and supporting video production;
- Posting content on social media platforms, and providing support to senior staff in this area;
- Recommending advertising for approval, creating advertisements, and following through to publication;
- Updating the OTF style guide, as required;
- Ordering promotional products, and working with senior staff to maximize OTF brand exposure;
- Approving expenditures and monitoring budgets related to assignments;
- Supporting communications projects related to equity, diversity, and inclusion.

The ideal candidate is a bilingual professional who has the following experience and skills:

- A minimum of 5 years experience working in a communications role;
- A bachelor's degree in Communications, Journalism, or a related discipline;
- Proficiency in Microsoft Office Suite Programs - Word, Excel, PowerPoint, and Outlook;
- Knowledgeable about and experience with WordPress and Mailchimp;
- Adept in social media applications Twitter, Face Book, and YouTube, with strong technical abilities;
- Excellent oral and written business communication skills in both English and French;
- Proven ability to take initiative, work independently, and meet deadlines;
- High degree of detail orientation with superior organizational and time management skills;
- High level of professionalism and the ability to work collaboratively as a team member;
- Exceptional interpersonal skills;
- Experience in developing communication materials that are reflective of diverse communities and stakeholders.

Salary and benefits are consistent with the OTF Secretariat Collective Agreement. We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted. Please submit your cover letter and resumé by **5:00 p.m. on February 18, 2022**, to:

Scott Perkin, Secretary-Treasurer
Ontario Teachers' Federation, 10 Alcorn Avenue, Suite 100, Toronto, ON M4V 3A9
Email: hr@otffeo.on.ca

The Ontario Teachers' Federation is committed to creating a work environment that is free from discrimination. We believe that our advocacy on behalf of Ontario's teachers is strengthened by a diverse team. We encourage applications from those who identify as Indigenous, Black, Racialized, Women, 2SLGBTQ+ and/or Disabled.