

Join the union that represents Ottawa's municipal public service professionals

The Civic Institute of Professional Personnel (CIPP) is looking for a full-time Communications Officer

Application deadline: April 1, 2021

Who are we?

CIPP advocates for our members and for the kind of communities we know we can have – safe, fair, and thriving.

Our members include public health nurses, engineers, paramedics, and many other professionals working to deliver quality public services in our community. Through collective bargaining, representation, and advocacy, CIPP works for and with its members.

What is the opportunity?

As the Communications Officer you will join a small, dynamic team of committed professionals working together to represent, advocate for and advance the interests of CIPP's members. You will put your skills and passion to work to profile our members' work and promote the values their union stands for. You will play a key role in ensuring that CIPP members are fully engaged in their union and that their interests are well represented to the broader community.

If you are motivated to deliver exceptional service and thrive in a dynamic environment with lots of opportunity for learning and development, you can build a great career with us.

If you are highly organized, have excellent project management skills, strong understanding of digital communications and are a flexible, energetic and collaborative team player this could be the opportunity for you!

What will you do?

- Coordinate an integrated, multi-channel communication strategy,
- Design and deliver creative, high-impact digital and print communication campaigns,
- Develop and implement innovative member engagement and mobilization strategies,
- Manage CIPP's website and Relationship Management system (CRM),
- Conceptualize and produce content and develop a compelling and effective voice for the organization,
- Use a range of data analytics to measure the reach and effectiveness of communications,
- Identify opportunities for outreach and engagement and work with staff, members and volunteers, to deliver member engagement and mobilization initiatives.

What are the requirements?

- University degree in a related field or equivalent experience,
- 5-years of experience working in communication or a related area for a union, association, or not-for-profit organization,
- Demonstrated experience working with social media platforms and digital strategies,
- Familiarity with CRM software, content management systems and database management,
- Effective writing style with ability to develop and sustain a compelling organizational voice and strong editing skills,
- Strategic thinker, detail-oriented, highly motivated with excellent judgement,
- Proficiency in MS Office suite and other relevant software,
- Experience managing contractors,
- Strong analytical abilities and superior problem-solving skills,
- French language proficiency is a strong asset.
- Multimedia skills (e.g. design, audio/video) are an asset.

Salary range for this position begins at \$80,000 with a generous benefits package.

CIPP is committed to developing an inclusive and equitable workplace and we welcome candidates from diverse backgrounds.

Please submit a cover letter and resume by email to communications@cipp.on.ca by April 1, 2021.

We thank all applicants in advance; however, only those selected for an interview will be contacted.