

Director, Communications

ACCES Employment is a leading non-profit organization that assists jobseekers from diverse backgrounds to achieve their employment or entrepreneurial goals. We deliver a range of programs at locations across the GTA and we offer online services to job seekers across Canada and pre-arrival. Serving more than 34,000 jobseekers each year, ACCES delivers customized programs that focus on connecting our clients with leading employers.

We are looking for skilled and career-oriented people who thrive in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program. With over 30 years of experience in the employment services sector, ACCES is a successful organization that offers the opportunity to work with an innovative and seasoned team.

This is an exceptional career opportunity for someone with experience in developing and shaping strategic communications plans and a strong content agenda. The Director, Communications will be responsible for driving the organization's communications, media and thought leadership strategy. Reporting to the VP, Marketing, Communications and Digital Strategies, this position is a non-unionized management position.

Key Responsibilities:

- As a member of the Marketing and Communications department works closely with the VP of Marketing, Communications and Digital Strategies to create and implement a comprehensive communications, media and thought leadership content plan
- Lead and manage the creation of a content and an editorial calendar, including: planning, writing, editing and publication in various channels and formats on topics related to employment, immigration, organizational and sector best practices
- Lead and execute a media and public relations plan resulting in earned media opportunities
- Establish and maintain relationships with key media outlets and partners
- Research and capture the perspectives of key internal and external partners to develop and strengthen ACCES's thought leadership capacity
- Oversee research and thought leadership activities in collaboration with the Senior Leadership team including creation of white papers, presentation slide decks, press releases, reports and other publications
- In collaboration with different departments in the organization (e.g. management, quality assurance, services and programs, human resources), develop internal communications materials to support staff training and strong, client focused service
- Provide leadership and collaborative support as a key member of the organization's Marketing and Communications team
- Work collaboratively with Directors and VP's to ensure that everyone's input and perspective is considered and included in the planning and implementation of all communications and content

Qualifications and Experience:

An organized self-starter with experience and/or education in the following areas:

- A university degree and 5 years of experience in communications, public relations and/or thought leadership roles, including supervision and program or project management
- Experience with developing and implementing communications, media and content strategies
- Exceptional writing and communications skills in a variety of formats
- Understanding of labour market challenges and barriers, particularly as they relate to internationally-trained professionals
- Demonstrated experience as a professional who is results oriented, customer focused, an open and effective communicator who values diversity
- Demonstrated leadership experience as an open communicator, collaborative decision maker, creative and innovative thinker, agile and flexible champion of change
- Excellent English verbal and written communication skills
- Excellent interpersonal and self-management skills to work effectively with clients, co-workers, community and employer partners
- Ability to prioritize, strong time management skills and able to respond to time sensitive issues and frequently changing priorities while meeting competing deadlines
- Exceptional planning, organization and problem solving skills; must be pro-active, and have a sense of urgency
- Proven ability to coach and lead others with a strong aptitude to instill trust and establish rapport
- Highly proficient and experienced working in an MS Office environment
- Previous experience in the not-for-profit sector and working in a diverse community is an asset
- Ability to travel between project/program delivery locations and/or partner and employer organizations as needed
- Flexibility to work occasional evenings and weekends
- Experience working with a diverse community

Interested persons should send their resume with a covering letter to:

ACCES Employment Hiring Committee

By Email: hr@accesemployment.ca

Please Note: This position will be posted until it is filled. We will be reviewing resumes as they are submitted.

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.

ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.