



# TRIEC

Toronto Region Immigrant  
Employment Council

New Realities. New Opportunities.

Job Posting

## **Communications Coordinator**

Part-time contract to March 31, 2014

The Toronto Region Immigrant Employment Council (TRIEC) is a leadership council that creates and champions solutions to better integrate skilled immigrants in the Greater Toronto Region labour market. Council members include employers, professional and industry associations, regulatory bodies, educators, community, government and immigrant associations. TRIEC programs include The Mentoring Partnership (TMP) the Immigrant Success Awards, work with Professional Immigrant Networks (PINs) and the TRIEC Campus.

The Communications Coordinator supports the work of the TRIEC communications team in the areas of event coordination, on-line communications, program communication support and other areas as assigned. This position reports to the Manager, Communications.

### **RESPONSIBILITIES**

#### **Event coordination**

- Provide coordination and support for TRIEC and program specific events and workshops
- Manage event logistics including working with venues, vendors and creative suppliers and coordinating event registration
- Assisting teams in developing event related materials (invitations, programs, presentations)
- Providing on-site coordination and support as required

#### **Websites, social media and e-publications**

- Support TRIEC and program specific social media activities including posting content, engaging with followers and identifying new opportunities and strategies to engage TRIEC's target audience online
- Manage content updates to TRIEC and program specific websites using a content management system; support the ongoing improvement of TRIEC's websites as required
- Coordinate the development of program e-publications including writing/editing content, formatting, distributing, managing subscription and reporting on results

#### **General Communication Support**

- Develop content as assigned including writing, editing and coordinating the production of multimedia products
- Maintain TRIEC's media list
- Assist in collecting, compiling, analyzing and reporting technology-related data for use in reports and summaries as assigned
- Support TRIEC staff in developing materials (flyers, presentations, worksheets) with editing and formatting to ensure they meet TRIEC brand standards

#### **General Support**

All staff members will work cooperatively to support each other's responsibilities where possible, and will take direction from the communications manager for other responsibilities as required.

## REQUIRED QUALIFICATIONS

- Post-secondary education or equivalent experience in communications, public/media relations, marketing or related field
- 1+ years of related work experience in communications, public relations or marketing
- Excellent writing, editing and presentation skills
- Detail oriented with excellent organization and time management skills
- Demonstrated knowledge of Microsoft Office products and the ability to pick up new technology quickly, including databases and web content management systems
- Experience with Word Press and/or Drupal and knowledge of basic HTML considered an asset
- Knowledge and/or experience managing social media accounts for brands (Twitter, Facebook, LinkedIn) considered an asset
- Excellent interpersonal skills; the ability to work with all levels of staff and external stakeholders
- Ability to work independently with minimal supervision

## APPLICATIONS

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format. Please include a one page cover letter and resume in a single file with your name in the file name. Please use "Communications Coordinator – your name" as the subject line of your e-mail. Applicants who do not follow these formatting instructions will be disqualified.

### **Deadline**

Resumes must be received by 8:00am Tuesday, July 2, 2013.

Please e-mail your application to: [hr@triec.ca](mailto:hr@triec.ca)

Only those candidates invited for an interview will be contacted.

TRIEC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise TRIEC 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.

For more information on TRIEC, please visit [www.triec.ca](http://www.triec.ca).