



Development Communications Officer - Term

Department: **Housing Development**
Location: **415 Gilmour St., Suite 200, Ottawa ON K2P 2M8**
Start Date: **April 15, 2024 ((Maternity leave coverage)**
End Date: **April 30, 2025 (approximate)**
Salary: **\$48,327.00 minimum (based on experience and qualifications)**
Reports To: **Toolbox Manager/Project Manager**
Direct Report(s): **N/A**

About Centretown Citizens Ottawa Corporation (CCOC)

CCOC is a community-based, tenant and member-directed, non-profit housing organization whose mission is to create, maintain and promote housing for low and moderate-income people. We value diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability.

For more information, visit: www.ccohousing.org

Cahdco develops affordable housing solutions. We specialize in building, advising and increasing capacity in affordable housing development. For more information, visit: www.cahdco.org

Position Summary

Under the supervision of the Toolbox Manager, Housing Development, and as a key member of the Development Team, the Communications Officer supports all communications relating to Cahdco & the Toolbox+, a Canadian affordable housing development community of practice. The role writes, designs, delivers, monitors, and evaluates multi-channel corporate communications products, including website, social media, blog, e-newsletter, LMS social network, coordinating in-person and virtual events, and multi-media.

Key Responsibilities

Responsibilities include, but are not limited to the following:

- Develop, implement and manage the integrated, organization-wide strategic communications and branding plan that support the strategic initiatives of Cahdco including website, social media, blog, e-newsletter, LMS social network, coordinating in-person and virtual events, and multi-media.
- Support Cahdco's Toolbox+, national affordable housing sector program offerings, including running of events and product creation through marketing, editing and content production.
- Develop and implement annual communications plan with communications strategies to support Toolbox+, including participant recruitment/retention and funder support.
- Collaborate with the appropriate internal and external parties to ensure that all communications materials are adhering to the Cahdco & Toolbox+ standards, capture the appropriate audience and are relevant using the appropriate medium.
- Oversee all logistics and all event-related tasks and coordinate and liaise with internal and external parties to ensure the successful running of events including working with 3rd party event company(s) or event services, event and venue management, catering, strategic communications and marketing, etc.
- Support event speakers and guests.
- Ensure that all communications materials adhere to CCOC, Cahdco, and Toolbox+, branding standards.
- Write copy and manage the design for all communications.
- Draft press releases and speaking notes for the President, Board Members and others as needed and respond to media inquiries, fostering positive connections with media to support Cahdco and the needs of the affordable housing sector.
- Measure and report on the effectiveness of communication activities and mediums.
- Support internal communications activities as needed.
- Participate in strategic communications meetings and provide advice where appropriate.

- Hire and coordinate third-party contractors including branding & marketing consultants, designers, catering, event management as needed.
- Run social media accounts including content curation, graphics and text, statistics tracking. Including Twitter, LinkedIn, among others.
- Update materials as appropriate including PowerPoint decks, internal and external communications and other ad hoc requirements.
- Ensure Cahdco is compliant with AODA standards across all media.
- Performs other duties as assigned.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-operative and Cahdco (Centretown Affordable Housing Development Corporation).

Education and Experience

- Degree in Commerce, Communications, Public Relations or Marketing, Journalism or related field or related experience.
- Minimum 3 years of related work experience.
- Advanced verbal and written communication in English.
- Excellent writing and copy editing and ability to write for various audiences using various mediums.
- Experience with plain language writing and editing.
- Experience with website management, content management systems, analytics (WordPress, Fluid Surveys, Hootsuite).
- Intermediate ability to use Adobe Creative Suite, Google Suite and Microsoft 365.
- Ability to write, edit and communication in French is considered an asset but not required.
- Ability to edit and layout content in English and French.

Supervision and Decision-Making

- Considerable decision-making applies to the performance of tasks, involving the manipulation of several moderately complicated variables. Processes are supported by numerous, well-defined methods and established procedures.
- Strong orientation to providing outstanding quality and exceptional service.

- Responsible for regularly assigning, checking and maintain workflow of other employees or contractors.
- Works under general direction, must be able to think independently and create solutions.
- Moderate impact if errors are made.
- Occasional use of confidential information.

Working Environment

- Normal office environment; periods of light physical activity (for example, intermittent sitting, standing or reading).
- Some degree of physical skill and coordination required (for example; basic key boarding).
- Comfortable physical working environment.
- The incumbent may be exposed to moderate stress.
- Occasional work outside business hours for events or board & committee meetings.

Benefits

- OMERS defined benefit pension plan – participation optional
- Employee and Family Assistance Plan (EFAP)
- Paid time off
- Hybrid and flexible work arrangement available

Applying to the Role

To be considered for this role, please email your resume and cover letter to hring@ccochoosing.org

All applications must include the following information in the subject line: **CCOC/Cahdco – Development Communications Officer**

Application Deadline is Friday, March 22, 2024.

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.

In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and People of Colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

For candidates with disabilities requiring an accommodation, you may contact hire@ccochoosing.org