**Communications Coordinator**

**(Permanent Full-Time Role)**

The College of Physiotherapists of Ontario regulates physiotherapists and exists to protect and serve the public interest. The College protects the rights of patients to safe, competent, and ethical care by ensuring physiotherapists are qualified to practice, maintain professional standards of practice and are held accountable for their conduct and practice.

The College of Physiotherapists of Ontario is currently seeking the services of a professional, self-motivated, detail-oriented candidate for the **Communications Coordinator** role.

Position Overview

Reporting to the Communications Manager, the Communications Coordinator is responsible for ensuring College materials are accurate, well-written and shared with our partners using the most appropriate and effective communication channels. The Communications Coordinator provides support in the development and implementation of communications strategy areas and participates in College-wide activities that contribute to the organizational mandate and a positive working environment.

This role is ideal for a resourceful, organized, curious person who thrives in an environment where no two days are the same. Success in this role will require a desire to learn and ask questions, enhanced time management and planning skills, flexibility, initiative, independence and the ability to be empathetic and compassionate.

This is a remote position as the College has a virtual office, but occasional onsite attendance in Toronto may be required.

Duties and Responsibilities

Communications

* Assists with the development and growth of online strategies, including identifying best practices, new trends and communication opportunities.
* Assists with the day-to-day content creation and maintenance of the website and social media platforms.
* Provides communications-related event support for both internal and external events (such as developing materials, ensuring that external service providers are adequately supported and trouble-shooting technical problems), as required.
* Makes recommendations about refining communications activities using monitoring and analytic tools, providing metrics, analytics and reports when needed.

Writing, Editing and Copyediting

* Writes copy for all communications channels (website, emails, newsletters, letters, annual report, social media, scripts and presentations as needed).
* Generates content ideas and drafts stories for monthly newsletter.
* Responsible for writing Case of the Month.
* Provides copy editing for other teams’ materials.
* Responsible for supporting internal communications, working with the People & Culture Manager.
* Monitors the website and other external communications to ensure overall branding and language consistency.

Cross-Departmental Activities

* Supports other teams with marketing and communications strategy and plans.
* Assists the Communications Manager with project management activities as assigned.
* Participates in the College’s cross-coverage activities which provide coverage during absences and peak times to maintain organizational efficiency and customer service.

Education and Experience

* Post-Secondary education in Communications, Public Relations, Online Media, Journalism or equivalent experience.
* 2-3 years relevant communications experience.
* Regulatory experience preferred.

Specialized Knowledge, Skills & Abilities

* Excellent oral, written and interpersonal communication skills.
* Experience working with a content management system.
* Solid understanding of current and emerging social media platforms and social media monitoring tools.
* Strong analytical skills for researching, analyzing and interpreting data and information.
* Ability to stay up to date with current technologies and communication trends.
* Ability to work independently and to perform effectively as a member of a team.
* Ability to work effectively under pressure and to consistently exercise good judgement.
* Excellent organizational skills and ability to manage conflicting priorities and deadlines.
* Ability to exercise tact and diplomacy in dealing with a variety of partners.
* Fluent in both English and French is an asset.

Terms, Salary, and Working Conditions

* A permanent full-time position
* The starting annual base salary range for a **Communications Coordinator** role is **$65,000.00 to $70,000.00** based on qualifications and experience.

Benefits

The College provides the employees with a comprehensive benefits package that includes an extended health benefits plan and an RRSP program. The College makes a monthly contribution to the RRSP on their behalf after one year of working at the College. We offer paid opportunities for continuous learning and professional growth; strive for work-life balance; and provide an excellent and challenging work environment where highly valued innovation, teamwork, and creativity.

**How to Apply**

If you are interested in this position, please apply by sending your resume and cover letter via email to our Manager, People & Culture at peopleandculture@collegept.org no later than **Friday, April 12, 2024**. Please include the name of the role you are applying for plus your first and last name in the subject line (Subject: Communications Coordinator, First Name, Last Name).

Thank you for your interest in this position; only applicants selected for an interview will be contacted.

The College of Physiotherapists of Ontario strives to build diverse teams that reflect the communities we work in, and encourages applications from traditionally underrepresented groups including women, visible minorities, Indigenous peoples, people identifying as LGBTQ2S+, veterans, and people with disabilities.

Please let us know if you require any accommodation to participate in this recruitment process by sending an email to peopleandculture@collegept.org.

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