



## Development Communications Officer

CCOC is hiring a Development Communications Officer to support the CCOC development department and Cahdco, CCOC's related non-profit housing development corporation. 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.

**About us:** Centretown Citizens Ottawa Corporation 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 are a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

**Are you the right fit for our team?** Our ideal candidate is someone who is dedicated to social justice and a non-profit spirit. Is interested in affordable housing development and likes working in a collaborative open office environment. The ideal person strong communicator who gets a thrill from creating and implementing ordered procedures, isn't afraid to pitch in and contribute to solutions and enjoys working with a interdisciplinary team. This position requires some work from CCOC's office at 415 Gilmour Street.

**Position type:** Regular full-time.

**Compensation:** Starting wage between \$48,327 and \$65,103, based on experience and qualifications. Compensation is based on a 35-hour work week.

**Benefits:** OMERS defined benefits pension plan; Employee and Family Assistance Plan (EFAP); and generous time-off from day one. Group Insurance and Supplementary Medical Plan (dental/eyewear) after three (3) months of employment.

**Application deadline:** Tuesday, May 23<sup>rd</sup>, 2023 at 4:00 pm.

**How to apply:** Forward **resume** and **cover letter** by email to [hire@ccochoosing.org](mailto:hire@ccochoosing.org).

Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description.

It is CCOC's goal to be an inclusive organization and we are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We, therefore, actively seek to recruit candidates who are Indigenous, Black, Persons of Colour (IBPoC), persons from the LGBTQIA2+ community, persons with disabilities and women. Preference will be given to candidates with skills in additional languages, and candidates with personal or professional experience with marginalized communities.

While we appreciate all applications, only those selected for an interview will be contacted. **If you require accommodation during the interview process, please advise us when initially contacted**

# Development Communications Officer

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**REPORTS TO:** Toolbox Manager

**DEPARTMENT:** Development

**DATE APPROVED:** March 19, 2023

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## Summary

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.

## Responsibilities (this is not an exhaustive list)

- 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 (forexample, intermittent sitting, standing or reading).
- Some degree of physical skill and coordination required (for example; basic keyboarding).
- Comfortable physical workingenvironment.
- The incumbent may be exposed to moderate stress.
- Occasional work outside business hours for events or board & committee meetings.