



Communications Specialist **(one-year, full-time contract)**

Compute Ontario (computeontario.ca) seeks an experienced and highly motivated Communications Specialist for a one-year, full-time contract. As a central hub, Compute Ontario has a pivotal role in the province's advanced research computing and big data strategy. Our consortia provide access to comprehensive advanced research computing (ARC) resources, including high-performance computers, or supercomputers, the largest and most powerful computers and networks, designed to solve the world's most complex problems.

We collaborate with our partners to centralize strategy and planning for Ontario's advanced computing assets, including hardware, software, data management, storage, security, connectivity, and highly qualified personnel. Together, we strive to address concerns about Ontario's capacity to supply advanced computing at the level required for leading research and enabling industrial competitiveness.

The Communications Specialist plans and executes and communications strategies to increase awareness of all of the exciting things happening in the ARC ecosystem in Ontario. The objective of this role is to create a better understanding in the province of the role of ARC, including artificial intelligence and other advanced computational methods, plays in everyday life and supports the prosperity of the province.

The successful candidate will be working closely with some of Canada's most exciting researchers, and create a network of contacts at universities, colleges, hospitals, and research institutes. The stories you create need to reach different audiences in different ways, so understanding how to manipulate content into a tweet or a magazine feature is imperative, as is a background in visual storytelling.

This is a growth opportunity for someone wanting to build and implement a communications plan and work closely with an energetic, intelligent, and aspirational team. To be successful, you'll require self-motivation, tenacity, ability to deal with the unexpected, and embrace challenge.

The Communications Specialist reports directly to the Director, Communications & Stakeholder Relations and is responsible for implementing a Communications Strategy that guides internal and external communications. Two of Compute Ontario's strategic priorities directly relate to this role:

- (1) Compute Ontario will build trust with and serve as a focal point for connecting communities and constituents throughout Ontario's Advanced Research Computing (ARC) ecosystem; and
- (2) Compute Ontario will serve as a credible voice regarding policy; coordinating and advocating key strategies that enhance Advanced Research Computing and its use.

The Communications Specialist will use a variety of platforms and strategies that raise awareness around advanced research computing and its value-add to Ontarians.

KEY RESPONSIBILITIES

- Support Compute Ontario's internal and external communications plan while ensuring a consistent brand identity and message;
- Write and edit corporate press releases, event scripts, speeches, stakeholder documents, reports, articles, and social media content;
- Manage the website and other online platforms;
- Actively pitch stories to local, regional, and national reporters, publications, and blogs to secure coverage for Compute Ontario;
- Maintain media and stakeholder contact lists;
- Network and build relationships with partner organizations for co-marketing and press collaborations;
- Contribute to social media profile by contributing thought leadership content, press release information, event coverage, and engagement with publications;
- Serve as project manager in the development and distribution of all printed and electronic materials for partnerships, public relations materials, and content marketing;
- Regular communication with managers and supervisors to understand ARC ecosystem, events, stakeholder expectations, and political landscape;
- Events support, such as planning, task management, vendor relations, administrative upkeep, and status reports; and
- Track, review, and monitor implementation progress and quality of work, identifying issues, resolving problems and providing updates/status reports as required.

EDUCATION & QUALIFICATIONS

- University degree in Communications, Political Science, Journalism or related program and/or experience;
- 3+ years of experience working in a communications environment, agency or not-for-profit experience preferred;
- Proven ability to build and foster strategic relationships and partnerships;
- Experience in writing for multiple platforms;
- Solid network of media contacts;
- Experience in communication planning and tactical execution;
- Ability to communicate (both orally and written) clearly, concisely and effectively at all levels;
- Design experience using Adobe InDesign, Illustrator, and/or Photoshop is an asset;
- Bilingual in English and French is an asset;
- Strategic, analytical thinker with strong interpersonal skills, able to work comfortably with senior executives and across business functions;
- Experience developing and implementing effective and tailored communication plans and activities across different geographies;
- Event planning experience; such as conferences, press conferences, or product launches; and
- Able to thrive in a complex environment while exhibiting flexibility and adaptability to change.

CANDIDATE PROFILE

- Must be very comfortable in taking a hands-on approach to the work within a small team;
- This role is best suited for a mid-level communications specialist who is also technically savvy so as to provide leadership to the organization on social media, interactive media, webcasting, and online video activities;
- Disciplined self-starter, able to work independently and as a member of a team, to concurrently manage and drive results on a variety of projects;
- Innovative thinker, with a track record for translating strategic thinking into action plans and output that leads to defined results;
- Energetic, flexible, collaborative and proactive; a team leader who can positively and productively impact both strategic and tactical initiatives;
- Ability to operate as an effective tactical and strategic thinker; and
- Ability to make decisions in a challenging environment and anticipate future needs.

This position is a one-year, full-time contract position based out of Toronto with the possibility of renewal. Salary will be commensurate with education and experience.

Before submitting a detailed resume and cover letter for this role, please review Compute Ontario's Strategic Plan 2016-2020. All applications should be sent to careers@computeontario.ca by **November 9, 2018**.

Compute Ontario is an equal opportunity employer. We thank all applicants for their interest, however, only those chosen for an interview will be contacted. Accommodations are available for applicants with disabilities throughout the recruitment process.