

Job Description

Position: Communications Manager

Purpose

CIAJ's Communications Manager is responsible for creating high-quality content and utilizing effective platforms to promote the Institute and maximize its reach. This leader also enhances the Institute's identity, awareness, and credibility by ensuring optimal communication and marketing of CIAJ, its members, programs, and development.

Responsibilities

- Strategic planning and delivery of communications and marketing activities;
- Research and develop content for the delivery of news, knowledge, and promotion;
- Stay up to date with the judicial system and sector's current affairs, issues, and evolution;
- Write, edit, and translate technical, informational, and promotional content;
- Ensure the integrity of information/data on CIAJ's website and platforms;
- Build and maintain the calendar of content and publication;
- Conduct promotional campaigns for each program and produce peripheral materials—i.e. program, presentations, surveys, graphics, posts, etc.;
- Design, layout, and publish monthly newsletters and publications such as the annual report;
- Liaise with Canadian University Deans of the 22 Faculties of Law;
- Produce series of podcasts, from recording to promoting;
- Manage social media accounts, messaging, and community;
- Monitor trends, extract and analyze statistics and metadata;
- Guide and oversee the work of the Communications Coordinator.
- Issue news releases and maintain media relations;

Skills and competencies

- ✓ Bachelor's degree in communications or the equivalent applicable to this position;
- ✓ Impeccable writing skills in both official languages;
- ✓ Creativity, design thinking;
- ✓ Mastery of multimedia, mass mailing, and digital communications tools including WordPress, Libsyn, Canva, Vimeo, Cyberimpact, or the equivalent;
- ✓ Fluency in MSOffice suite and database management;
- ✓ High level of organization, priority management, and attention to detail;
- ✓ 5 years experience in a similar role;
- ✓ Knowledge of the judicial sector and community, a major advantage;
- ✓ Experience in the association or not-for-profit sectors, an asset.

We offer a:

- Dynamic, respectful, and human-sized environment
- Trust-based and collaborative culture
- 35-hour work week, hybrid model
- Time off beyond the legal statutory holidays
- Paid time off during the year-end Holidays
- Summer schedule
- Competitive remuneration and group benefits
- Flexibility towards self-management and work-life balance

Permanent position — 35 h/week

Workplace: Telework and in person in Montreal 2 days/week

Start date: As soon as possible

Please submit your application **by Friday, March 8, 2024, at 5 p.m.** to lise.bujold@ciaj-icaj.ca

About CIAJ

Since its inception in 1974, the Canadian Institute for the Administration of Justice (CIAJ) has promoted excellence through knowledge, learning, and exchanging ideas.

CIAJ is a non-profit, independent organization that links individuals and institutions involved in the administration of justice across Canada. Its work is multidisciplinary and wide-ranging.

Collaborating with members of the legal profession, law schools, professional associations, governments, and the public, CIAJ sponsors and conducts conferences and specialized seminars provides cutting-edge training programs (including customized training) and prepares comprehensive papers and reports. Its services are offered in both official languages.