



Communications coordinator, Chemistry Industry Association of Canada (CIAC).

Reporting to the Director, Communications.

Responsibilities include:

- Media monitoring: Gathering pertinent online news items and emailing the CIAC office a daily media monitoring report before noon each day.
- Website maintenance: Two to four hours each week of CIAC corporate website updates writing (in both official languages) and social media, media monitoring (when needed).
- Newsletter coordination: Support the layout of the industry newsletter in both official languages every two weeks by entering content into CIAC's template.

Skills/ Attributes:

- Experience using newsletter software such as MailChimp or Constant Contact
- Experience editing webpages in Wordpress
- Basic knowledge of French at minimum, bilingualism an asset
- Excellent writing skills for press releases, Twitter, LinkedIn, web copy
- Strong attention to detail, especially in writing and editing
- Excellent communication skills
- Self starter
- Demonstrates initiative

Hours of work: 10-15 hours per week, as outlined below. If a change in duties dictates, these hours can be increased with the agreement of both the direct supervisor and coordinator.

The hours are as follows:

- 1 hour each day Monday to Friday before 12pm noon to complete media monitoring.
- 2-3 hours each second Thursday before 12pm noon to complete the layout and editing of industry newsletter.
- Other time as determined by the coordinator's schedule to complete non-urgent tasks such as social media campaigns, website maintenance and other tasks.

Pay rate is \$21 per hour. Hybrid/virtual position. CIAC has been recognized as a Great Place to Work, 2022-2023 and supports diversity, equity and inclusion.

About CIAC

We are the association for leaders in Canada's chemistry and plastics sector. Our members are innovators, solution providers, and world-class stewardship pioneers. Canada's chemistry and plastics industry is essential to ensuring the health and safety of Canadians, a thriving economy, and our modern way to life. Our advocacy touches on topics and issues that affect all Canadians, from getting the essential products they need to market, to promoting investments in the sector, to communicating our members' views to government and key stakeholders – our advocacy is the most important work we do. We work to shape public policy which supports the environment,



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investment, and jobs. For more information: <https://canadianchemistry.ca/>

For more information or to apply, please email or send your resume and a brief introductory cover letter to jfortier@canadianchemistry.ca. Please include "Communications coordinator position" in the subject line.