



Communications Specialist (1-Year Contract, Part-time)

Start Date: August 19, 2024

The OACP is the voice of police leaders in the Province of Ontario. We provide a channel for police leaders to share ideas and cooperatively create solutions to meet the challenges and opportunities for police organizations in Ontario. Our association is not-for-profit and we are based in Toronto, Ontario.

The OACP is seeking a Communications Specialist to join our team on a one-year contract. Reporting to the Director of Government Relations and Communications, you will work both as a member of a dedicated team serving Ontario's top police leaders and independently to assist in the coordination of the association's communications to members and with external groups. Your duties will include the drafting of a variety of communication materials such as member communications, media releases, issues notes, key messages, and social media posts.

Principle Responsibilities

- Assist in the development and implementation of communication materials and content for members and external audiences (including government, community, policing partners) while ensuring consistency with the OACP's strategic plan, operational directives, and brand.
- Plan, research, write, and edit a wide variety of materials such as member memos, newsletters, and stakeholder letters.
- Manage project timelines and logistics, including outreach and implementation of all communications materials.
- Monitor traditional and social media for public policy issues of importance to police leaders in Ontario (including Ontario Government/Ministry announcements such as press releases, communiqués, and memos to *All Chiefs/OPP Commissioner*).
- Work with OACP committee leaders and the Director of Government Relations and Communications to conduct research and identify resources to make informed decisions about communication opportunities for the association.
- Monitor and post materials on the OACP website and ensure information is current.
- Oversee the production of OACP resources such as resource documents, public policy documents, creative products for use on social media (including digital media), manage specific areas of the OACP website, etc.
- Manage logistics and communications related to OACP events, including development and delivery of media and communication plans related to OACP advocate initiatives, events (conferences, workshops, seminars, webinars, etc.), and public information and education programs.
- Drafting external communications as directed by the Director of Government Relations and Communications.
- Other duties as assigned by the Director of Government Relations and Communications.

Knowledge, Skills, and Experience

- Post-Secondary degree in Communications, Public Relations or related field or equivalent combination of education and/or experience.
- Minimum two (2) years of experience in field related to communications or public affairs.
- Experience with social and digital media platforms.
- Excellent written and verbal communication skills and ability to write in clear and concise fashion.
- Proven ability to work collaboratively and independently.
- Must be resourceful, able to take initiative, and able to prioritize and meet multiple deadlines.
- Demonstrated exceptional organizational and time management skills with high attention to detail.
- Ability to manage and maintain confidential and sensitive information.
- Strong proficiency in using standard office software applications e.g. Microsoft 365 Office applications (Word, PowerPoint, Excel, Internet, Outlook) to develop communication products, coordinate events, and communicate with internal members and external stakeholders.
- Diplomacy, discretion, and relationship management skills.
- Bilingual English/French, photography/videography experience considered assets.
- Possession of a valid Ontario's driver's license.

Job Details: 1-year, part-time position (25 hours per week), work remote.

Please apply by sending your letter of interest, resume, and a minimum of two (2) writing samples via e-mail to jcouto@oacp.ca. Attachments must be in MS Word (.doc, docx) or PDF (.pdf) format.

The OACP endeavours to create a work environment where we capitalize on the diversity of ideas, experiences, skills, and talents of our employees, thereby making us better able to serve our many diverse communities. We will provide equal opportunities for all employees and applicants for employment to meet bona fide occupational qualifications, regardless of race, colour ancestry, creed, place of origin, ethnic origin, citizenship, sex (including pregnancy, gender identity), sexual orientation, age, marital status, family status, disability, receipt of public assistance or any other legally recognized protected basis prohibited by applicable law.

OACP thanks all applicants in advance. Only those candidates selected for an interview will be contacted. OACP is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We would be happy to work with applicants requesting accommodation at any stage of the hiring process.