



## LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront.

If you're looking for a great career and a chance to make an impact, PortsToronto has the following exciting opportunity awaiting you:

### COMMUNICATIONS OFFICER

The Communications Officer is responsible for supporting the coordination and implementation of internal and external communications for PortsToronto.

The role requires an enthusiastic, knowledgeable communications professional with experience in communications and event planning, website management, social media and writing. It also requires someone with strong customer-service orientation, diplomacy and tact to work with external groups – including media, stakeholders and members of the public.

#### **MAJOR RESPONSIBILITIES:**

- Create and execute social media editorial calendar and social media content strategy;
- Cultivate and enhance collaborative working relationships with bloggers/social media influencers;
- Report on and actively monitor social media for emerging issues;
- Assist in the development and execution of the PortsToronto strategic communications objectives;
- Research, conceptualize and write documents, including: press releases, briefing documents, factsheets, presentations, speeches, reports, newsletters, appointment notices, letters, web copy and other collateral materials;
- Support the management of corporate communications associated with the Annual General Meeting, Sustainability Report and Annual Report;
- Coordinate internal communications and stakeholder communications;

- Champion and communicate PortsToronto's sustainability program and environmental efforts;
- Support promotional, public engagement and corporate social responsibility programs;
- Manage website content and oversee interactive spaces;
- Manage and execute special events;
- Manage and liaise with external vendors;

#### **QUALIFICATIONS:**

- Post secondary university or college degree/diploma in Communications, Public Relations or equivalent in a related field of experience
- 3-5 years of direct experience in communications, media relations or community relations
- Solid knowledge of Content Management Systems and social media platforms
- Demonstrated ability to work with multiple stakeholders in a professional, diplomatic and tactful manner
- Solid communications skills including exceptional writing and verbal skills; well-honed presentation skills; strong research abilities
- Excellent attention to detail and ability to see the big picture
- Experience developing and implementing communications and event plans
- Strong insights into emerging developments in social media, user-generated content and relationship marketing
- Solid understanding of social media metrics, social listening tools, digital analytics and ability to generate, analyze and interpret data
- Creative problem-solver and strategic thinker with a strong work ethic;
- Highly organized, flexible; able to prioritize multiple projects effectively
- Able to work independently in a fast-paced environment with tight deadlines; and a team player who works well in a multi-functional team
- Ability to communicate in French an asset
- Marketing and brand management experience would be an asset
- Proficiency with and Adobe Creative Suite preferred
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) required

**Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: [careers@portstoronto.com](mailto:careers@portstoronto.com) on or before **May 31, 2018**.**

In the Subject Line, please quote: **COMMUNICATIONS OFFICER**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.  
PortsToronto is an equal opportunity employer.

*To learn more about PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront, please go to [www.portstoronto.com](http://www.portstoronto.com)*