

## Job ad

### Communications Officer

Do you feel that effective communications means engagement and not just transfer of information? Are you at the beginning of your career as a communications professional with an interest in the public's welfare? You may be the right person for us!

The College of Kinesiologists is seeking an individual with creative energy who is collaborative, well-organized, with excellent writing and technical skills to round out our team.

The right person will enjoy working in a small team environment of high performers, having lead responsibility for the development and implementation of communications strategies to engage the public, registrants and other stakeholders; and managing related projects that advance principles of transparency and ensure the efficacy of our database management system.

As the Communications Officer you will shape our public identity and ensure that our communications vehicles are timely, relevant, and engaging. You will develop key messages for Council, all communiqués and additional reports which may be required from time to time by Council or the Ministry. You will work with vendors and other staff to ensure the efficacy of our website, and will assist others in developing presentation materials, business cases, requests for proposals and evaluation reports. Your skills and knowledge will grow as you engage with other communications specialists in the regulatory field and as you provide leadership to the refinement of our database management system.

The College of Kinesiologists is established through the *Regulated Health Professions Act, 1991* (RHPA) and the *Kinesiology Act, 2007* to regulate kinesiologists in the public interest. Specific functions of the College include establishing by-laws, professional ethics, policies and guidelines for the profession; administering a process that ensures only qualified people are admitted to the practice of kinesiology; addressing inquiries and complaints through investigations, disciplinary and corrective actions; and developing programs and information packages which advance the professionalism of registrants.

### **Qualifications:**

- Demonstrated aptitude for creative communications, design, and collaborative project management.
- Excellent public speaking, interpersonal, writing, editing and proofreading skills.
- Extensive experience in analysis, report-writing and research probably gained at the university level.
- Some knowledge of graphic design principles and programs would be considered an asset.
- High level of proficiency with Microsoft Office tools and other presentation applications.
- Self-motivated with excellent time management and organizational skills. An innovative team player with an ability to work independently.
- Experience in a not-for-profit and/or health-related organization would be considered an asset.
- Interest in technology and web site management an advantage.

Some flexibility in hours of work required to accommodate meeting schedules. There will be some travel to universities in Ontario to present to students and faculty.

Please submit your résumé and cover letter (including your salary expectations) by email no later than. (NO PHONE CALLS PLEASE!)

We thank everyone who takes the interest and time to apply for this position. Only those most suited to the position will be contacted for an interview.

Applications are welcome until March 21 at 8:00pm  
Submit applications to [Susan.James@coko.ca](mailto:Susan.James@coko.ca)

Job Description will be provided upon request.