



The College of Naturopaths of Ontario

Job Posting

ADMINISTRATIVE ASSISTANT: COMMUNICATIONS (BILINGUAL)

As the regulatory body for the profession of naturopathy, the College of Naturopaths of Ontario supports the public's right to safe, competent and ethical naturopathic care. The College does this by setting requirements to enter the profession, establishing comprehensive standards, and administering quality assurance programs. Acting in the public interest, the College holds Ontario's regulated naturopaths accountable for their conduct and practice.

OVERALL RESPONSIBILITIES

Reporting to, and under the direction of the Director of Communications and Lead of Stakeholder Engagement, this bilingual position provides tactical and organizational support for all communications and community engagement functions.

ACCOUNTABILITIES & RESPONSIBILITIES

- Assists with the maintenance and development of communications for online and offline channels.
- Creates and distributes quality communications that support the College brand online and in hard copy.
- Manages the day-to-day maintenance and ongoing development of the website, including tracking changes and updates, and troubleshooting technical issues.
- Uses monitoring and analytic tools to provide regular reports.
- Writes copy for a variety of communications channels, including the website, newsletters, and emails.
- Updates website content and creates web pages, including uploading content, files, graphics and multi-media.
- Monitors website to ensure consistency with overall branding and language and supports stakeholders who have issues regarding the site.
- Coordinates online activities with other College teams - revising, testing and verifying the accuracy of information, links, and URLs.
- Provides special event support, including logistics coordination.
- Coordinates the process of translating (and updating) French materials for the website, working with the College's external translation services supplier.
- Supports callers and other contacts who require services in French.
- Sources images and formats presentations and other materials as needed.
- Provides communications support to other Departments as required.
- Coordinates and maintains department infrastructure for information storage, analytics reporting, image library, etc.

QUALIFICATIONS

- The Communications Coordinator will be a reliable, self-motivated individual with a strong work ethic, solid critical thinking and problem-solving abilities, and an interest in building a career in Communications.

Qualities Include:

- Integrity, ability to be proactive, innovative and solutions-oriented;
- Strong sense of accountability and initiative;
- A team player with excellent multi-tasking skills who thrives in a busy environment;
- Ability to adapt to new systems and processes quickly and effectively;
- High level of discretion, confidentiality and reliability is essential;
- Ability to maintain personal composure during times of stress; and
- Flexible with a positive demeanor.

Required Skills and Experience:

- Demonstrated fluency in English and French;
- Superior organizational skills handling multiple priorities and deadlines;
- High accuracy in all work, including a keen eye for detail and superior proofreading skills;
- Excellent written, verbal and interpersonal communication skills;
- Demonstrated online experience;
- Familiarity with Adobe Suite and proficiency with Microsoft Office Suites;
- Working knowledge of Content Management Systems, as well as Google Analytics; and
- Experience writing Communications materials.

Education:

- Post-Secondary education in Communications, Public Relations, Digital Media, Journalism, or equivalent work experience;
- Minimum one year relevant communications experience.

Starting Salary: \$30,000 – 42,500

Other:

- This is a new full-time permanent position.
- Regulatory College experience is an asset.

Cover letters and resumes can be emailed to registrar@collegeofnaturopaths.on.ca and must be received by May 18, 2018. Selected applicants will be contacted following the job posting close date; no phone calls please.