



## COMMUNICATIONS MANAGER (INTERNAL AND EXTERNAL COMMUNICATIONS)

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The Shipping Federation of Canada ([www.shipfed.ca](http://www.shipfed.ca)), a trade association located in Old Montreal, is seeking an experienced communications professional to complement the work of a small team of policy experts.

### Responsibilities:

- Develop and implement communications plans/strategies to increase the association's public visibility and support its mission and objectives;
- Develop communication products such as the annual report, monthly issue updates, speeches, slide presentations, infographics and news releases working in cooperation with the association's policy experts;
- Oversee the planning and execution of the association's annual conference, lunch and learn sessions and other events;
- Monitor media and digital platforms for news and content of interest;
- Enhance the association's presence on social media;
- Produce content for website and update existing web pages;
- Coordinate media relations (interviews, speaking points, etc.);
- Support day-to-day work with respect to member relations (member database, etc.) and Board of Directors meetings (notice, minutes, etc.);
- Fulfill other duties as assigned.

### Qualifications:

- Minimum 7 years relevant experience preferred;
- University degree in communications or relevant field;
- Superior English communication skills, including ability to produce, revise and edit text;
- Ability to draft documents in French would be a significant asset;
- Excellent organizational and time management skills and ability to meet tight deadlines;
- Ability to take initiative and work with minimal supervision in a small office environment;
- Flexibility to work extended hours and travel on occasion;
- Resourceful, dependable, creative.

Competitive salary and benefits package. Qualified candidates should send a cover letter and c.v. to [employment@shipfed.ca](mailto:employment@shipfed.ca). Please note that only candidates selected for an interview will be contacted.