



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Communication Specialist

Job ID	382887-1-5696	
Web Address	https://careers.indigenous.link/viewjob?jobname=382887-1-5696	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-07-24	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team The Central Communications team provides a range of communication services and skills to the university including media relations, community engagement, internal communications, publications, and crisis and communications/ issues management.

The Opportunity

We are looking for a Communication Specialist, Provost's Office to join the team. Under the direction of the Senior Director, Communications, the Communication Specialist will write, edit and prepare a wide range of online and print communications materials for the Office of the Provost and Vice-President, Academic. This work will include supporting internal communications plans and web projects to advance the University's reputation and strengthen relationships with key internal audiences. The Communication Specialist, Provost's Office will ensure alignment with university branding standards and communications strategies with specific responsibility for consistency in voice, messaging, accuracy and clarity in writing. Key Responsibilities:

- Researches, writes, edits, and prepares communications for the Office of the Provost and Vice-President, Academic.
- Solicits, creates and produces materials for the university's digital communications vehicles/ channels to advance the University's academic priorities within and outside the TMU community, with an emphasis on the Provost and Vice-President, Academic's goals and initiatives.
- Manages and optimizes digital communication strategies and platforms for the Provost and Vice-Provosts.
- Researches, drafts and compiles articles/reports and relevant information pertaining to special projects.
- Conducts and validates analytical research on emerging trends and issues in the post-secondary sector that may have a direct and/ or indirect relevance or impact on the TMU community.
- Provides support on media relations queries from University Relations by coordinating subject matter content from

appropriate contacts within the Provost's Office portfolio.

- Assists in developing key messages to internal and external stakeholders (TMU community, prospective employees), and ensures consistency of messages in Office of the Provost communications, aligned with the university communications strategies. Assists with issues management, including message development, as needed.

Qualifications

- Successful completion of a post-secondary degree in Communications, Journalism, Professional Writing or a related discipline.
- Minimum of three (3) years of experience in business communications role(s), preferably in an educational or public sector organization, with an understanding of communications principles and practices, their priorities and objectives, and writing and editing experience in a busy environment.
- Experience in communications, including digital, in a post secondary or related environment is an asset.
- Superior oral and written communication, writing and editing skills, including the ability to write and edit quickly, accurately and creatively.
- Ability to write reports, FAQs, memos, web copy, etc. quickly, accurately, and with flair to deliver key messages.
- Detailed, up-to-date knowledge of current issues, including activities and issues at the University.
- Strong interpersonal skills, excellent judgement, tact, and diplomacy.
- Ability to handle multiple assignments at the same time and meet deadlines.
- Understanding of the different forms of media.

Additional Information (MAC)

Position Number(s) 20003859

Reports To Manager, Provost Communications

Department Office of the Provost and Vice-President, Academic

Vacancy Type Term until September 2025

Employee Group MAC

Work Location Hybrid

Start Date September 16, 2024

End Date September 15, 2025

Hours of Work 36.25

Grade C42

Salary Scale \$68,719 - 109,773

Hiring Salary Range Up to \$89,246

TA Specialist -

Posting Date July 23, 2024

Application Close Date August 6, 2024

- An equivalent combination of education and experience may be considered.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Communication Specialist