



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

Communication Specialist (Office of the Provost)

Job ID	370236-1-5714	
Web Address	https://careers.indigenous.link/viewjob?jobname=370236-1-5714	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-11-29	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University 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. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. 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

The opportunity

Are you a Comms professional looking for a #unique and a #rewarding opportunity Share our journey and why we are #MadeOfGrit. This is a #strategic and high-impact role. Are you intrigued Read more to find out about the Communications Specialist role.

The Communications Specialist writes, edits and prepares a wide range of online and print communications materials for the Office of the Provost and Vice-President, Academic. This includes supporting internal communication plans and web projects to advance the University's reputation and relationships with key internal audiences. They ensure alignment with university branding standards and communications strategies, with specific responsibility for consistency in voice, messaging, accuracy and clarity in writing.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required 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.
- Excellent judgment and superior research, writing and editing skills.

- Ability to write reports, FAQs, memos, web copy, etc. quickly, accurately, and with flair to deliver key messages.
- Creativity and sound judgment.
- Detailed, up-to-date knowledge of current issues, including activities and issues at the University.

Additional Information

Position Number(s) 20002977
 Reports To Manager, Provost Communications
 Vacancy Type FTCE
 Employee Group MAC
 Work Location Hybrid
 Start Date ASAP
 End Date Not Applicable
 Hours of Work 36.25
 Grade and Step C42
 Salary Scale \$66,705 - \$106,555 (Hiring range: \$66,705 - \$86,630)
 HR Advisor Claudiu
 Application Start Date Monday, November 28, 2022
 Application Close Date Monday, December 12, 2022

Additional Notes:

- Qualified MAC candidates will be considered before members of other employee groups.
- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- 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.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- 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 reach out to: hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Communication Specialist \(Office of the Provost\)](#)