

Marketing and Communications Associate

We're looking for a Marketing and Communications Associate to work collaboratively as part of our award-winning Marketing and Communications team. Using creativity, critical thinking and flexibility you will help craft engaging communications to our multiple audiences. You can help inspire change by using your skills to influence the future of our marketing and communications efforts.

You should be curious and innovative to help find robust solutions that drive value for our organization and our members. You're excited about rolling up your sleeves, implementing big ideas, and learning from those around you. You aren't afraid to step outside of your comfort zone.

About the Position

Reporting to the Communications Manager, you will be working directly with our existing communications vehicles including but not limited to print, websites and social media. Your proficient writing, editing and researching skills will ensure a targeted consistent message across all vehicles, supporting all branches of the organization. You are focused, detail orientated, unflappable with a passion for storytelling. In collaboration with the Marketing & Communications team, you will play a key role in developing, creating and launching exciting initiatives that support our mission while honing your own professional skills. We are relentless in our pursuit to achieving great results and set high expectations of ourselves. Our team has been recognized for several IABC Gold Quill Awards for communications excellence, including this video project:

<https://www.youtube.com/watch?v=E0640nFflrw&t=2s> and this website:

<https://medlabprofessionals.ca/>. We can achieve even more and you will help propel us forward.

Responsibilities:

- Researching, writing and editing articles for print and web
- Coordinating the design and production of print and web publications
- Creating engaging content for all social media platforms
- Monitoring and analyzing CSMLS's online presence and making recommendations
- Collaborating on the development of a national multimedia awareness campaign
- Coordinating communication needs from internal departments
- Aiding in the development of annual operational strategies/goals
- Continually evaluating CSMLS's communications programs; recognizing opportunities for improvement in processes and materials, and implementing changes as required
- Participating in brainstorming ideas for new campaigns, strategies, and initiatives
- Providing support to the Marketing & Communications team and other branches of CSMLS as required

Skills and Experience

- College diploma or university degree in communications, journalism, public relations, marketing or a related field with 1 - 2 years of relevant experience
- Strong professional work ethic with a collaborative attitude
- Excellent organizational skills and the ability to prioritize and multi-task
- Experience with content management systems and social media platforms
- Critical thinker with a keen eye for detail

- Exceptional writing, proofreading and editing skills for multiple media forms
- Self-motivated to meet goals and deadlines
- Passionate learner
- Experience in photography, video and audio production considered an asset
- Experience in the not-for-profit sector and bilingualism is an asset

This position is permanent, full time 37.5 hours per week, required to work at our downtown Hamilton office.

Working remotely is available only on a periodic basis; it is important for this role to be in the office to enhance collaboration.

About the CSMLS (csmls.org)

The CSMLS is a nationally incorporated not-for-profit, voluntary professional association and certification body. We hire and promote diverse people with the skills to fit our varied roles, but we all share a common set of ideals and principles. They are:

Respect Everyone	Aim for Awesome
Always Adapt	Be Dependable
Keep Learning	Our Members are Everything

These principles help us build a great organization that creates great member experiences and fosters a great work place environment.

We offer:

Starting salary \$35,000-42,000 commensurate with the successful candidate's experience and education; Pay for performance increases & bonuses; Comprehensive, employer paid group benefits; Employer-matching pension plan; Generous vacation entitlement (starting at three weeks); Free parking; Employee Assistance Program; Tuition reimbursement/professional development opportunities; Health and Wellness programs, Company events and social gatherings; Paid volunteer time; Work perks program (Perkopolis); Summer hours; Paid shutdown between Christmas and New Year.

How to Apply:

Send resume, cover letter and writing sample by Friday March 2nd to hr@csmls.org referencing the job title.

CSMLS is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If you are contacted regarding an employment opportunity, please advise Human Resources if you require an accommodation. If an applicant or successful candidate request an accommodation, their needs will be discussed with them and adjustments made to support them.