



Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a **Communications Coordinator**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The Communications Coordinator holds a key role in supporting stakeholder communication at PEO and collaborating with internal partners on producing meaningful and effective communication products and experiences.

Responsibilities

- Work closely with internal teams, including communications, events, IT, facilities, HR, volunteer engagement, etc., to ensure coordinated communication efforts.
- Support creation of engaging and compelling content for various channels and audiences, including emails, newsletters, social media, and SharePoint Intranet, that align with PEO's values, purpose and brand.
- Create, design and publish pages on SharePoint Intranet using CMS best practices.
- Coordinate and execute innovative events that foster a positive work environment and enhance company culture.
- Format and maintain communication templates, ensuring that content is consistent with brand-identity guidelines.
- Utilize metrics and analytics to track the performance of internal communications and produce regular reports.

Specialized Skills and Knowledge

Education/Qualifications:

- Bachelor's degree in communications, marketing, or journalism, or acceptable combination of equivalent education and experience.
- One to three years of relevant experience in communications and marketing-related activities.
- Strong writing and editing skills with an ability to create engaging content.
- Experience coordinating and implementing creative communication initiatives.
- Experience updating and maintaining various digital platforms.
- Experience with event logistics, including the use of scheduling software and online platforms to assist in the logistics of organizing meetings and events.
- Experience drafting video scripts, producing and editing videos.
- Demonstrated understanding of social and multimedia platforms, channels, trends and capabilities.
- Working knowledge of graphic design principles for digital and print communication.
- Advanced skills in Microsoft Office (e.g. Word, Excel, PowerPoint, Outlook), Adobe Creative Cloud, SharePoint and other similar content-management systems.



- Demonstrated ability to communicate information in clear, understandable language.
- Excellent and effective interpersonal, oral and written communication skills.
- Strong organization and time-management skills, with the ability to adapt to new and changing priorities.
- Demonstrated client service orientation and commitment to equity, diversity and inclusion in the workplace.
- Demonstrated ability to adapt to changing operational needs, and to contribute to a positive team and departmental culture.
- Knowledge of communications best practices and tools.
- Basic knowledge of HTML/CSS would be an asset.

We have fully embraced hybrid working, and for us this means coming to the office twice a week. However, if you wish to work in the office more often, you are welcome to.

If you are interested in this role, please forward your resume to peocareers@peo.on.ca by August 5, 2024

At PEO, we recognize that our people are our best asset, including employees from diverse backgrounds and perspectives. We know life isn't linear so there may be gaps or 'nontraditional' employment and we welcome applications from everyone. Accommodation is available upon request for candidates in all phases of the selection process.