



## **Communications Officer**

### ***Montréal Office***

**3 month contract (early February – end of April, 2019)**

### **About NewCities**

NewCities is a global non-profit committed to shaping a better urban future. NewCities seeks the most progressive and innovative ideas to drive positive changes in cities large and small through events, research and urban innovation projects. NewCities creates a global dialogue and curates cutting-edge knowledge on the world's most progressive urban issues to generate and scale ideas and solutions. The organization works with leaders from business, government, academia, civil society, the media and the arts. For more information visit [www.newcities.org](http://www.newcities.org).

### **Role specification**

NewCities is seeking a communications specialist passionate about international urban issues to join its team in Montréal for a 3 month assignment. The successful candidate will lead corporate communication activities, working directly with NewCities members including Cisco, CITI, ENGIE and Transdev. S/he will also join the team working on an exciting upcoming high profile co-creation project for a prominent city public space which includes a three-day event in February/March.

Reporting to the Senior Communications and Media Relations Manager, s/he will work closely with communication colleagues as well as the wider NewCities team.

This is a fantastic opportunity for a junior communications professional to work in a dynamic team and across multiple communication disciplines, including social media, public relations, marketing, event and corporate communications. This role will provide opportunities to learn about co-design techniques and of urban innovations from around the world.

**Hours per week:** 37.5 (core office hours are 9.00am – 5.30pm Monday to Friday). Flexible working arrangements are negotiable. Some out of hours will be expected in relation to specific events.



## Key responsibilities

### Corporate communications

- curating inspiring, intelligent and engaging social media content on the NewCities Twitter, Facebook and LinkedIn pages.
- managing the NewCities thought leadership editorial: [the Big Picture](#) including working with partners to agree angles, identifying and working with contributors and working with the digital team to publish and promote the editorials.
- ongoing media monitoring including weekly summary reports.
- collecting and curating relevant content for the fortnightly NewCities newsletters.

### Project communications

- preparing marketing and event material in both French and English (copywriting, contributing to design, and dissemination)
- translating short documents and communications collateral (predominantly from English to French)
- assisting in the preparation and dissemination of press material in both French and English (copywriting, identifying journalists, disseminating)
- producing event briefs including photography and videography briefs
- managing on-site event digital media communications (social media and a live blog)
- working in collaboration, and managing the relationship with regard to communication matters, with key project stakeholders.
- providing ongoing communications advice to the Senior Communications and Media Relations Manager.



## Personal specification

1. Educated to degree level, or with equivalent professional experience.
2. Highly accomplished writing skills in both French and English. Only candidates who have a proficient level of spoken and written French will be considered.
3. Strong experience in developing, implementing and evaluating social media campaigns.
4. Experience of producing creative, yet practical, communications material within agreed timeframes and to effectively achieve agreed objectives.
5. Action oriented with good initiative and strong organization skills with high attention to detail.
6. Excellent interpersonal skills, with the ability work at all levels of an organization and influence beyond line management boundaries.
7. A working knowledge of desktop publishing packages, such as Photoshop and InDesign (desirable).
8. Availability for immediate start for a three month period. A willingness to undertake some out of hours activities associated with the event aspects of the project.
9. Open minded, an eagerness to learn, and an interest in urban design.

*Applicants must be eligible to work in Québec.*

## How to apply

Please send your CV and a supporting statement addressing each of the criterion above (in English) to [jobs@newcities.org](mailto:jobs@newcities.org) and with the subject line "Communication Officer position".

**Please note, we will be reviewing applications as we receive them, however the final deadline is Monday January 28, 2019 (8.00am EST).**

Interviews will be held in the afternoon of Wednesday January 30 in Montréal and involve a written translation task.

For any questions about the position, please don't hesitate to contact Ashlee Biggs, Senior Communications and Media Relations Manager via [jobs@newcities.org](mailto:jobs@newcities.org).