

# Provincial Advocate for Children & Youth

## Communications Media Relations Coordinator (Bilingual)

1 Permanent Position

\$66,589 - \$85,006 *tentative* (AMAPCEO)

The Office of the Provincial Advocate for Children and Youth seeks a highly motivated and organized individual to assist in developing and overseeing its issues management, public and media relations strategies, programs and projects.

Under direction, you will be responsible for the planning and coordination of internal and corporate media relations and functions for the Advocate's Office. You will deliver a full range of communication products and services for management and senior leadership.

You will:

- develop and implement pro-active media relations programs;
- conduct research and analysis of strategic issues and prepare high quality and timely reports, briefing notes and other materials to support senior management;
- provide sound advice and guidance to senior staff on issues management;
- proactively plan for emerging, anticipated and contentious issues;
- provide routine and factual information to the media;
- research, write, edit and distribute news releases, information bulletins, media kits and incidental briefing materials;
- assist in the development of communication delivery models and solutions;
- coordinate and lead interdisciplinary project teams;
- coordinate the development and production of communication materials;
- produce and deliver presentations;
- participate on committees, task forces and working groups.

QUALIFICATIONS:

- a minimum of three years relevant experience in corporate media relations, issues management or communications;
- a post-secondary degree in communications, media relations, journalism or other related discipline;
- demonstrated experience and skill in issues analysis and management;
- knowledge of project management methodologies, techniques and tools;
- sound knowledge of communications/public relations methods, practices and techniques;
- superior writing, editing and research skills;
- excellent oral, presentation and negotiation skills;
- excellent research, analytical and problem-solving skills;
- strong organizational skills;
- demonstrated leadership skills;
- Expert level communication skills in English and French both written and verbal.

Police background check including a vulnerable person sector screening is required. This position is covered by the AMAPCEO Collective Agreement and benefit provisions are consistent with those for classified staff under that agreement.

Please submit your resume with covering letter, quoting file PA-2010-08, to be received no later than 5pm September 20 2010, to the Office of the Provincial Advocate for Children and Youth, 401 Bay Street, Suite 2200 Toronto, Ontario, M7A 0A6, e-mail [jobs@provincialadvocate.on.ca](mailto:jobs@provincialadvocate.on.ca), or fax to 416-325-5681.

**We appreciate all applications received; only those candidates selected for an interview will be contacted.**

**We thank all applicants for their submission.**

**An Equal Opportunity Employer**

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