

*Over the past 50 years, Centennial College has transformed itself from a local community college to a worldly institution, with a presence in countries like China, India, South Korea and Brazil. Locally, Centennial offers industry-recognized full- and part-time programs at five Toronto campuses. Its focus has always been on preparing graduates to enter the work force, while teaching students to be leaders. Centennial has worked to build lasting partnerships with local communities, while preparing its graduates to succeed globally.*

Centennial College recognizes and affirms Diversity, Equity and Inclusion and Indigenous ways of knowing as central to the vibrancy and uniqueness of its learning and working academic mission. We strongly encourage applications from members of Indigenous communities and all equity-deserving groups including Women, Racialized, Persons with Disabilities, and LGBTQ+ communities.

We also recognize that Centennial is situated on the Treaty Lands of the Mississaugas of the Credit First Nation and pay tribute to their legacy as well as that of all First Peoples that have been and remain present here in Toronto. We recognize that First Peoples come from sovereign Nations and that part of understanding our responsibilities of residing on this territory are understanding the true history, circumstances and legacy of the Treaties signed here (such as the Toronto Purchase, Robinson-Huron Treaty and Williams Treaties) and including pre-contact Treaties and Agreements between sovereign Nations and that all peoples in this area are therefore Treaty people with obligations and responsibilities to all our relations.

## **Communications and Research Coordinator, Office of the President**

### **1 Year Contract, until May 2023**

*Note: Due to the current COVID-19 pandemic, this position will be remote until further notice.*

Do you have a strong passion for communications and storytelling? Centennial College is seeking an experienced communications professional who thrives in a fast-paced environment to act as a key resource person to the President. Working within a small and dynamic team, you will play a key role in coordinating incoming requests and responding to time-sensitive requests for communications and research expertise from the President as they arise.

The incumbent, in close collaboration and discussion with the President, researches, drafts, edits, and coordinates a wide range of communications, including scripts, correspondence, reports, presentations, and social media posts. The incumbent works closely with the central communications office and communication experts across the College to ensure the President's communication material is accurate, comprehensive and consistent with College messaging. The incumbent also collaborates with the President and others on the development, design, and implementation of new Presidential communications strategies and initiatives. In addition to the communications and research duties, the incumbent provides responsible, confidential, administrative and logistical support of the highest professional standards, contributing to the effective and efficient daily operation of the Office of the President.

Centennial College offers a positive and supportive team environment with learning and development opportunities. You will grow your career, knowledge and expertise through this position.

### **QUALIFICATIONS**

- ✓ Seven (7) years relevant work experience.
- ✓ A 4-year degree or an equivalent combination of education and experience.
- ✓ Substantial experience in the production of a variety of written materials, including speaking notes, reports, literature reviews, proposals and presentations that reflect the highest professional standards.
- ✓ Superior professional writing, proofreading and editing skills, with meticulous attention to detail.
- ✓ Experience and knowledge of Canadian Press style, with the ability to copy-edit to a house style.
- ✓ Exemplary research, problem-solving and analytical skills, with an ability to synthesize and communicate complex issues.

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- ✓ Demonstrated respect for and experience in communicating and telling a story through the lens of social inclusion, decolonization and equitable practices.

## HOW TO APPLY

To indicate your interest in this position, please forward your resume and cover letter to HR Associates (our recruitment partner) at [centennial@hrassociates.ca](mailto:centennial@hrassociates.ca) by March 21<sup>st</sup>, 2021. If you have questions or if you require an accessibility accommodation, please contact Luciana Da Silva at 416-237-1500 x266.

For more information about Centennial College please visit [www.centennialcollege.ca](http://www.centennialcollege.ca).

*We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Applications will be reviewed on a rolling basis. Accommodation, if required, will be provided throughout the hiring process in accordance with the Human Rights Code.*