



*The Condominium Management Regulatory Authority of Ontario (CMRAO) is the regulatory body that sets standards and enforces the mandatory licensing of condominium managers and management provider businesses. Meeting these standards enhances the integrity of the sector, elevates the profession, and provides condominium owners with confidence in the people and companies who manage their important investment.*

## **COMMUNICATIONS AND OUTREACH COORDINATOR**

The Condominium Management Regulatory Authority of Ontario (CMRAO) is seeking a creative communications professional who thrives in a fast-paced environment to fill the role of **Communications and Outreach Coordinator**. Working within a small and dynamic team, you will play a key role in the day-to-day operations of the department; support the development of a range of communications products and strategies, as well as plan and implement a variety of outreach and stakeholder engagement activities.

Reporting to the Manager of Communications and Outreach you will be the dedicated resource for website management through regular upkeep, updates, and the recommendation and implementation of improvements. You will regularly draft, edit and design web content, articles, blog posts, newsletters, outreach products, reports and documents. You will use your creative nature to identify social media outreach and engagement opportunities and assist with graphic design.

### **QUALIFICATIONS:**

- One to three (1-3) years' relevant work experience
- Completion of a postsecondary degree in communications, public relations, graphic and/or web design, or a related field
- Proficiency with Adobe Creative Suite, HTML, and MS Office applications
- Strong writing skills and ability to communicate effectively with diverse audiences
- Excellent interpersonal skills and willingness to be part of a productive and high-functioning team
- Knowledge of web and social media analytics tools
- Exceptional team player who is also able to work independently

**How To APPLY:** To apply, please forward your resume and cover letter to HR Associates (our recruitment partner) at [comm-cmrao@hrassociates.ca](mailto:comm-cmrao@hrassociates.ca) by April 22, 2022. If you have questions, please contact Luciana Da Silva at 416-237-1500 ext. 266.

For further information on the CMRAO, please visit: [www.cmrao.ca](http://www.cmrao.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.*

