

- JOB POSTING -

CMR CONSULTING INC. IS LOOKING FOR A PROFESSIONAL AND DYNAMIC COMMUNICATIONS PROFESSIONAL

CMR Consulting Inc. is a boutique consulting firm with a trusted reputation for developing and implementing resilient and sustainable strategies for Indigenous communities, industry, government, private sector, and not-for-profit organizations. We work with our clients to inspire change and deliver results — while having fun because we LOVE what we do!

Our firm is growing and we're currently seeking a Communications Professional to complement our high-performing team. If you are energized by working in an ambitious team environment, thrive on using your experience as a catalyst to inspire change and contribute, passionate about delivering quality work and meeting deadlines, then we'd love to hear from you.

What you'll do

In this role, you'll work with the CMR team to lead and support internal and external communications and marketing projects for both our clients and our firm. Your outstanding interpersonal and communication skills, strong writing and editing ability, obsession for accuracy and detail, and inspired creativity will be an asset contributing to our client's and firm's success. And on Friday afternoons, put on your dancing shoes as we dance it out before heading off for the weekend!

Your responsibilities will include:

- Develop effective communications, social media, and marketing strategies
- Implement, and monitor strategies
- Support the creation of effective tools and channels for communication
- Research, craft, and write content for social media, websites, press releases, articles, survey's, announcements, letters, infographics, newsletters, etc.
- Prepare proposals and define scope of work plans for clients
- Create agendas and workshop materials, and lead and/or participate in workshops
- Design, develop, and implement open house/public events with accompanying materials
- Track, Collect, organize, and analyze stakeholder information
- Establish and maintain productive working relationships with clients
- Deliver high-quality work, on time and on budget
- Prepare and manage project budgets
- Promote CMR's brand and public image

What you'll bring

- 5+ years of relevant proven experience as an effective Communications Professional, gained in-house and/or within an agency setting
- Professional level of English written and oral communication
- Experience in copywriting and editing
- Proven development and implementation of various communications tools and channels



- Strong presentation and communications skills
- High computer literacy and capability with MS Office and business-related tools
- Accuracy, organized, and the ability to set priorities and show flexibility
- Marketing experience and event planning skills would be an asset in this role
- A portfolio of work available for review

The attributes that align with CMR's values and culture

- Teamwork
- Willingness to learn
- Positive attitude
- Going above and beyond
- Dependable work ethic and reliability
- Analytical problem-solver
- Strategic and creative mindset
- Honesty and integrity
- Collaboration and embrace supporting of one another

Start date: Friday, April 1, 2022 (*and that's no April's fool's joke!*)

If working with CMR as a Communications Specialist sounds exciting, challenging and fun, and you have the qualifications we are looking for, we want to hear from you. Please send your resume and salary expectation to: careyc@cmrconsulting.ca

This is a full-time, downtown Calgary office-based position.

Learn more about CMR's work, clients, and team, visit us at: www.cmrconsulting.ca.

