



WE'RE HIRING

COMMUNICATIONS SPECIALIST

Founded in 2006, **CMR Consulting Inc.** is a boutique consulting firm specializing in Strategy, Communications, Sustainability & ESG, Indigenous Inclusion, and Stakeholder Engagement. We deliver innovative, customized solutions for various industries, Indigenous communities and businesses, 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 Specialist to join our high-performing team. If you are excited about using your skills to contribute to the success of our clients, and passionate about delivering quality work, we'd love to hear from you.

What you'll do:

Reporting directly to the lead for the Communications practice, you will provide support to both internal and external communications and marketing projects, for both our clients and our firm.

You will bring your outstanding interpersonal and communication skills, strong content creation and social media capabilities, creativity, and obsession for accuracy to each project. And on Friday afternoons, put on your dancing shoes as we dance it out before heading off for the weekend!

Key responsibilities

- Support the development of effective communications, social media, and marketing strategies
- Support the creation of effective tools and channels for communication
- Research, craft and manage content for social media, websites, and intranets; content to include news releases, articles, surveys, announcements, letters, infographics, newsletters, etc.
- Use monitoring data to analyze the performance of marketing and communications tools and assets, including securing baselines
- Support preparations for client workshops, open houses, and other public events, including the design, development, and implementation of accompanying materials
- Establish and maintain productive working relationships with clients
- Support the preparation and management of project budgets
- Deliver high-quality work, on time and on budget
- Promote CMR's brand and public image
- Other duties and responsibilities as directed by your direct line manager and other senior leadership team members



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Requirements:

- University degree in marketing, communications, public relations, journalism, or a related field
- 3+ years of relevant, proven experience as a Communications professional, gained in-house and/or within an agency setting
- Excellent written and verbal communication skills
- Strong social media skills, including content planning, creation, and scheduling across a variety of social platforms
- Experience in copywriting and editing for a variety of communications tools and channels
- High computer literacy and capability with MS Office and business-related tools
- Experience with design tools such as Adobe Creative Suite and Canva
- Marketing experience, familiarity working with external consultants (e.g., graphic designers), and event planning skills would be assets in this role
- Organized with outstanding attention to detail, the ability to set priorities and show flexibility
- 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
- Someone who enjoys working with others with a 'pitch-in' attitude

How to Apply:

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 a cover letter, your resume and salary expectations to: melaniea@cmrconsulting.ca by September 30, 2022.

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.