

CMR CONSULTING INC. IS LOOKING FOR A DYNAMIC SENIOR 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 Senior 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 for our clients, 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 external and internal 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 clients' and firm's success.

You will report directly to the President and will play a key role in working with our clients. In this position, you will be responsible for overseeing a small team, ensuring the quality and consistency of their work, and guiding them to achieve success in their career in alignment with CMR's strategic goals.

Your responsibilities will include:

- Develop and implement effective communications, social media, and marketing strategies
- Support the creation of effective tools and channels for communication
- Support and contribute to research, craft, and write content for social media, websites, press releases, articles, surveys, announcements, letters, infographics, newsletters, etc.
- Prepare proposals and define Scope of Work plans for clients
- Design workshops and materials, and lead and/or participate in them
- Design, develop, and implement open house/public events with accompanying materials
- Monitor and evaluate the impact of communications strategies and provide recommendations
- Analyze stakeholder information
- Establish and maintain productive working relationships with clients
- Lead and manage a small communications team, currently consisting of one direct report, as well as associates
- Oversee and coordinate the work of your team to ensure alignment with organizational goals
- Provide guidance, mentorship, and performance feedback to team members
- Develop and implement communication strategies in collaboration with the CMR team
- Ensure the accuracy, quality, and timeliness of all communication materials produced
- Collaborate with the CMR team to support communication needs on projects
- Deliver high-quality work - on time and on budget
- Prepare and manage project budgets



CMR Consulting Inc.
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- Promote CMR's brand and public image
- Other projects and duties, as required

What you'll bring

- Post-secondary degree or diploma in communications, marketing, public relations, media relations experience, or related field
- 5+ years of relevant proven experience as an effective Communications Professional, gained in-house or within an agency setting
- Proven experience in a communications role with leadership responsibilities
- Strong organizational and project management skills
- Ability to mentor and guide team members effectively
- Creative thinker with a strategic mindset
- Excellent writing, editing, and proofreading skills
- Proven ability to develop and implement various communications tools and channels
- Strong presentation and communications skills
- Experience working with MS Office and other business-related software programs
- Accuracy, organized, and the ability to set priorities and show flexibility
- Marketing experience and event planning skills are considered an asset
- A portfolio of work available for review

The attributes that align with CMR's values and culture

We will choose a dynamic, driven, critical thinker, someone with integrity and who shows leadership qualities that will help shape the future of the organization. Other qualities include:

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

Start date: TBD; Late August - September 3, 2024

If working with CMR as a Senior Communications Professional for vibrant consulting firm sounds like it's what you've been looking for - challenging and fun, and you have the qualifications we need, we want to hear from you!

Please send your resume and salary expectation to: careers@cmrconsulting.ca

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

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



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