

## COMMUNICATIONS AND MEDIA SPECIALIST

### Permanent Full-time

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is the national voice for women's health in Canada with a mission is to lead the advancement of women's health through excellence and collaborative professional practice. The SOGC has over 4,000 members, comprised of: obstetricians; gynaecologists; family physicians; nurses; midwives and allied health professionals working in the field of sexual and reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on sexual and reproductive health and on evidence-based training and education. The SOGC leads the development of 12–17 clinical practice guidelines per year and hosts three regional continuing medical education meetings, and an Annual Clinical and Scientific Conference. The SOGC also coordinates and hosts in-person and virtual academic programs for participants at all stages of their career: medical students, residents and practicing health professionals.

### **POSITION DESCRIPTION**

Reporting to the Director, Communications and Public Affairs; the **Communications and Media Specialist** is responsible for the planning, writing and editing of the organization's communications French-language initiatives and activities.

### **KEY RESPONSIBILITIES**

- Lead in drafting traditional communications materials in French, including media releases, backgrounders, Op-Eds, etc.
- Lead in French-language copy-editing and support in office-wide quality control of product output.
- Support Director in media relations with French-language journalists and producers.
- Support in regular media monitoring and looking for opportunities for pro-active media engagement.
- Assist in providing key messages and gathering research materials to prepare the CEO and President for media opportunities.
- Write content based on strategic objectives (promotion of continuing education events, e-magazine, social media, website, newsletters, etc.) Choose relevant interview excerpts to use for internal sharing, on our social networks or for editing on a specific topic.
- Update media contact list regularly and keep subject-matter expert list up to date.

- Work closely with all departments to ensure messages are delivered clearly and effectively.
- Support the Director in building quarterly board meeting reports relating to public affairs and communications.
- Participate in production or liaison meetings with other SOGC teams to prepare communication actions.
- Key contact for media monitoring contract.
- Perform other related duties as assigned by the Director.

### **QUALIFICATIONS, EXPERIENCE and KEY SKILLS**

- University degree in communications, or journalism.
- 10 years of relevant experience related to communications or journalism.
- Excellent command of the French language and very good command of the English language, spoken and written along with excellent copy-editing skills.
- Strong awareness of current events, public policy and identify opportunities for engagement.
- Ability to write eloquent communications materials from complex content, ideally in the field of health.
- Experience with National Press Gallery, as well as experience producing are both considered huge assets.
- Keen team player who is self-motivated in working independently and as a team to meet deadlines.
- Detail-oriented with ability to handle a wide variety of tasks and a multitude of competing demands under tight deadlines.
- Proficiency in software applications such as Microsoft Office suite, Outlook, MailChimp.
- Knowledge of web performance analysis tools (e.g. Google Analytics).

### **ADDITIONAL JOB REQUIREMENTS**

- Ability to work weekends and overtime during SOGC's flagship events or on special occasions.
- Some travel may be required.

### **WHAT WE OFFER:**

*Total Compensation Package which includes:*

- Benefits after three months.
- Pension matching after one year.
- Three weeks of vacation.



- Hybrid flexible workplace split between in-office and home office schedules.

Please submit your cover letter and resume to [careers@sogc.com](mailto:careers@sogc.com).

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.