



Position Title: Senior Communications Specialist
Reports To: Director of Communications
Status: Full-Time
Location: Ottawa
Salary: To Be Determined

The Mental Health Commission of Canada is a non-profit organization created to focus national attention on mental health issues and work to improve the health and social outcomes of people living with mental problems.

The Commission, while funded by the Government of Canada, is a national body, not a federal one. It has been endorsed by all levels of government, although the Commission operates at arm's length from them.

Position Overview

The MHCC is seeking a highly motivated Senior Communications Specialist to help manage the Commission's communications and outreach activities. You will use your experience and creativity to assist with the development and implementation of internal and external communications programs supporting the creation and promotion of a new Mental Health Strategy for Canada.

Duties and Responsibilities

- Assist the research and leadership team with developing and implementing internal and external communications, media relations, public relations and outreach strategies, website information and marketing campaigns for the Commission;
- Develop media contacts across Canada, providing ongoing information about the MHCC's initiatives and mental health issues;
- Respond to media inquiries about the Commission's work;
- Provide proactive and reactive communications around the MHCC to increase understanding and support for the Commission's key initiatives and related projects;
- Organize and participate in community, stakeholder and public relations;
- Organize public events;
- Write, edit and distribute various communications materials including, but not limited to, media releases, newsletters, speeches, briefing documents, presentations, and Q & As for the Commission Chair, board members and the President and CEO.

Skills and Attributes

- Significant experience in designing, developing and implementing communications strategies and activities, with a particular emphasis on Federal, Provincial and Territorial governmental requirements;
- Highly motivated strategic thinker who is skilled at anticipating and resolving public relations issues; demonstrated leadership with communications issues;
- Superior written, editorial and verbal communications skills, including proposal writing, public speaking and presentation skills;
- Adaptability, flexibility, diplomacy and tact;
- Strong interpersonal skills with the ability to establish solid working relationships with key internal and external stakeholders and colleagues;
- Excellent planning and time management skills, with ability to multi-task, produce and coordinate projects with tight deadlines;
- Experience with news media and corporate communications;
- Experience working with knowledge management systems as a communications tool beneficial;
- Ability to work both independently and as part of a team;
- Ability to work with a diverse and complex group of stakeholders;
- Ability to read, write and speak effectively in both official languages essential.

Experience and Education

- University degree in communications, public relations, journalism or related field or a minimum 7 to 10 years outstanding achievement in the fields of strategic communications, journalism and public relations (or equivalent combination);
- Demonstrated experience in implementing communications programs preferably in the not-for-profit or public service sector;
- Knowledge and demonstrated experience of mental health sector issues/challenges is an asset;
- Excellent technical skills (Microsoft Office products, desktop design, publication/production/presentation software and new technologies) are essential.

Please forward your résumé and cover letter (in MS Word or Adobe PDF format only and include **“Senior Communications Specialist”** in the subject line) to:

Micheal Pietrus
Director, Communications
mpietrus@mentalhealthcommission.ca

This competition closes March 01, 2010.

While we appreciate all applications, only those selected for interviews will be contacted.