

# Join our Team

Commission scolaire  
Lester B. Pearson  
School Board



## Assistant Director of Communications and Community Development

Lester B. Pearson School Board

📍 1925 Avenue Brookdale, Dorval, Québec H9P 2Y7 | On site

👤 1 Position available

📅 Expires externally on: June 20, 2024

📅 Expires internally on: June 20, 2024

### JOB DESCRIPTION

Candidates must submit both a curriculum vitae and a letter of application explaining why they would be suitable for this position.

#### Nature of the work

Under the general direction of the Director of Communications and Community Development department (CCD), the Assistant Director performs a variety of leadership, management, and specialized activities to support the mission, goals and objectives of the school board and the CCD. These include the development and implementation of communication policies, strategies and plans aimed at supporting the strategic planning of the school board to better inform students, employees, parents, and the general public. The Assistant Director helps oversee the school board's branding and marketing initiatives and works in partnership with various stakeholders both internally and externally.

#### Primary responsibilities

- Preparation (researching, writing, formatting) of communication materials, as required.
- Monitor and contribute to school board presence through various media platforms.
- Contribute to the design and curation of content on the school board's websites, social media accounts and other communication tools.
- Interact and maintain excellent working relationships with the Head Office departments, school, centres and community partners to promote activities and events.
- Assist the director in establishing and maintaining collaborative relationships with representatives of partner organizations that may be involved in various programs at our schools and centres, including business partnerships.
- Assist the director to liaise with and provide support when required, to Career Development Services and youth sector Admissions departments.

#### Qualifications

The chosen candidate will have:

- An undergraduate degree in a relevant field of study certifying a minimum three-year university program, preferably in communications, marketing or journalism.
- Eight (8) years of relevant work experience.
- An understanding of, or experience working in, the Quebec system of education considered to be an asset.

#### Required competencies:

- Strong technical team management skills
- Strong writing and editing skills in both English and French



Expected start date:  
July 1, 2024



Job type:  
1 Year Replacement / Full-time



Work shifts:  
not available



Work schedule:  
not available



Salary:  
\$95,193.00 - \$126,920.00 CAD  
Yearly

#### Required documents

- ✓ CV
- ✓ Cover Letter

- Demonstrated ability or experience in public speaking and media relations.
- Experience in strategic communications, including web-based platforms.
- Proficiency in Microsoft Office Suite, Google, various social media platforms and online content management system.

**Salary range and working conditions**

This position is classified as level 9 with remuneration and working conditions as per the **Regulation Respecting the Conditions of Employment of Management Staff of School Boards.**

**BENEFITS**



Maternity/Paternity plans



Career advancement opportunities



A defined contribution pension plan



Life and disability insurance



Employee Assistance program



Induction and support workshops



Professional development opportunities



Family and spouse insurance programs



Personal and sick leave days



Generous vacation periods