

Working with its partners, the Ottawa Macdonald-Cartier International Airport Authority will be a leader in providing quality, safe, secure, sustainable and affordable transportation facilities and services to the airport's customers and communities within the National Capital Region.

The Communications and Public Affairs team is accepting applications for the position of **Communications Specialist**.

Reporting to the Vice-President of Communications and Public Affairs, the Communications Specialist will manage the Authority's communications and community programs along with numerous resource product projects. Flexibility to shift hours will be required in order to provide response to critical issues and events, such as emergencies or irregular operations, which occur outside of normal hours.

Essential functions:

- Manage the Authority's communication initiatives (i.e. newsletters, bulletins, draft press releases, etc.);
- Manage the Authority's web comment/inquiry program;
- Manage the filming activities occurring on Authority premises;
- Organize, support and/or plan events (i.e. press conferences, promotional events, Annual Public Meetings, etc.);
- Foster relationships with partners and stakeholders;
- Work with cross functional internal and campus partners and stakeholders to assess, plan and communicate projects or initiatives, which may be geared towards internal and/or external audiences;
- Coordinate community relations programs and outreach initiatives.
- In support of the Vice President Communications and Public Affairs, liaise with media and manage requests for interviews, statements, etc.;
- Assist in the development of effective corporate communications plans and strategies;
- Develop and explore ideas, shape articles and written material for the corporation;
- Provide support to the Digital Communications Specialist in managing the Authority's website and the Intranet site, as required;
- Provide support to the Infoguide Volunteer Program, as required; and
- Proofread and facilitate translations services of internal communication initiatives (i.e. articles, advertisements, brochures, reports, letters, etc.).

The successful candidates' communication style will demonstrate their ability to articulate in a clear, concise and compelling manner in both official languages. He/she will be able to work as a highly motivated team member and subject matter expert. The successful candidate will be able to execute assignments, solve problems and work effectively with others under time deadlines balancing multiple priorities while providing communications advice to colleagues and other client groups. He/she will possess the technical ability to draft, proofread, format, edit and translate (minor) communication materials. These abilities, as well as a professional, positive attitude and tolerance for stressful and sometimes ambiguous situations, will ensure success in building positive working relationships in the Communications team environment.

Qualifications for this position include:

- Post-secondary degree in Communications, Public Relations, Journalism or a related field;
- Five (5) years' relevant experience (strategic communications, media relations, event coordination and program management);
- Knowledge on the workings and organization of both the local and national media;
- The Airport Authority is subject to the Official Languages Act and as such, superior verbal and written communication skills in BOTH official languages (English and French) are firm requirements; and
- Proficiency in Microsoft Office and HTML.

Candidates must be in possession of a valid driver's licence (Class "G" or equivalent) along with a driver's abstract (issued within the last month) and must successfully complete a security clearance check for an Airport Restricted Area Identification Card (RAIC).

Interested candidates should forward their résumé by August 10, 2018, to work4us@yow.ca.

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

The Ottawa Airport Authority is committed to the principles of Employment Equity and to achieving a workforce that is representative of the diversity of the Canadian population. We strongly encourage candidates to self-identify if they are a person with a disability, an Aboriginal person or a member of a visible minority group.