

Position: Manager, Public Affairs and Communications
Location: Remote with Hybrid Option (Ottawa)
Term: 1 year fixed term with possibility of extension or indeterminate
Salary Range: \$75,000 - \$85,000

Summary

CODE is seeking a dynamic, confident, and experienced public affairs and communications professional to elevate CODE's presence as a leading voice on children's literacy. This role calls for a strategic, highly motivated individual who can challenge conventional thinking and introduce innovative ways to share CODE's inspiring story with audiences as varied as elected officials, philanthropists, institutional partners and allied organizations.

What we offer

- Competitive salary
- Comprehensive extended health benefits package
- 5% matching registered pension plan
- 16 wellness days per year
- 200\$ a year wellness reimbursement program
- Flexible and supportive work culture
- Leadership opportunities

About the role

Reporting to the Director of Fund Development and Marketing, the Public Affairs and Communications Manager will oversee planning, execution and evaluation of a portfolio principally focused on: a) strategic communications; b) government relations; c) impact-focused content development (for digital and print); and d) brand management.

1. Government Relations (40%)

- Develop and implement government relations strategies to promote CODE's interests and broader organizational goals.
- Organize meetings, briefings, and events to educate policymakers and government representatives about CODE's impact.
- Write policy briefs, letters, position papers, and other advocacy materials.
- Coordinate advocacy efforts with partner organizations, coalitions, and other stakeholders.
- Establish and maintain relationships with the offices of elected officials and policymakers to advance CODE's government relations objectives.

2. Strategic Communications (40%)

- Develop and execute an integrated communication plan to increase CODE's visibility across key stakeholder audiences (elected officials, donors, partners etc.).

- Write effective audience-specific content aimed to ignite engagement by inspiring action, dialogue, advocacy and financial support.
- Transform complex material into clear and inspiring content-rich communications products e.g. program impact reports, policy briefs, position papers, newsletters and web content.
- Develop and oversee implementation of public engagement and advocacy focused events/initiatives.
- Develop and deliver data-driven content marketing and digital engagement activities.

3. Editorial and Brand Management (10%)

- Ensure compliance with CODE's brand standards and perform quality control function for externally facing communications materials.
- Actively seek opportunities for endorsement by external bodies that recognize sector excellence.
- Help CODE build its reputation for impact and transparency through production of high-quality communications assets (e.g. annual reports)
- Develop and maintain strong knowledge of CODE's program areas.

4. Team Leadership and Development (10%)

- Manage communications expense budget.
- Participate actively in strategic planning, annual work-planning and budgeting activities.
- Undertaking other special projects as needed.

WHAT YOU OFFER

The Manager, Public Affairs and Communications will be politically-savvy, attentive to details and outcomes, possess superior communication and project management skills, bring a positive can-do attitude, and have the confidence to solve problems independently while working as part of a collaborative team.

Required education and experience:

- Bachelor's degree in communications, public affairs, public/business administration or a related field
- Direct experience working in federal politics (e.g. staffer, policy advisor) for a minimum of 3 years
- Minimum of 5 years of related work experience, overall
- An exceptional communicator (written and verbal) with experience in ghost writing for a variety of audiences
- Demonstrated ability to devise and implement strategies that encompass a range of different mediums and audiences
- Track record of designing and delivering government relations strategies
- Extraordinary attention to detail, including ability to proof-read and edit
- Demonstrated experience in planning, writing, editing, and production of newsletters, policy briefs, annual reports, marketing literature etc.
- Demonstrated experience developing and executing digital communications strategies
- Highly developed organizational and multi-tasking skills with a focus on achieving results

- Innovative thinker with a track record for translating strategic thinking into action plans and output
- Thrives in a small, achievement-focused team and in culture that values positivity, professionalism, results and accountability
- *French is considered an asset*

CODE's Culture and Expectations

- Commitment to CODE's values, vision and direction.
- Contribution to the continued promotion, maintenance, and ongoing development of a healthy workplace culture.
- Modeling of healthy leadership characteristics including work-life balance.
- Commitment to being accountable, detailed-oriented, strategic, and technology-curious
- Ability to work productively in a hybrid or remote environment

We are committed to diversity, equity and inclusion. We strongly encourage applications from and prioritize hiring people with diverse backgrounds and experiences, including Indigenous people, racialized people, people with disabilities, and 2SLGBTQIA+ individuals. We encourage, though we do not require, applicants of these identities to indicate this in their cover letter. Should you need any accommodation during the recruitment process, please let us know.

We thank all applicants for their interest in this employment opportunity. Please note however that, due to the volume of resumes received, only those applicants selected for further consideration will be contacted.

Deadline for applications: Interested candidates are invited to forward their resume and cover letter to careers@code.ngo. This position will remain open until May 23, 2025

Applications will be reviewed, and interviews will be conducted on a rolling basis.