INSERT FACILITY NAME HERE

**Communications Consultant, XX Society**

**Reports to:** Board of Directors, XX Physician Society

**Duration:** Contract Position

**Job Summary**

Reporting to the Board, XX Society, the Communications Consultant provides strategic and tactical communications support to the Board of Directors and the activities of the XX Society.

The Communications Consultant is responsible for developing and executing communications plans, providing strategic advice, and writing and coordinating production and distribution of printed, visual, and electronic materials and news; Internet content; promotions; and materials as required.

**Key Responsibilities**

1. **Communications planning**
* Work with the society to identify communications needs, and assist in developing communications strategies and plans to support the strategic needs.
* Implement elements of communication plans as directed.
* Provide strategic communication support for the Board and its initiatives.
* Liaise with provincial Specialist Services Committee communications support for branding support and access to planning and graphic templates and resources.
1. **Writing**
* Draft content, and design and lay out various materials for print and digital platforms using templates, basic graphic skills, and in some cases, graphic designers.
* Draft communiqués and news as needed for distribution to medical staff at various levels of the hospital and health authority depending on need (unit, department, hospital).
* Draft and plan distribution of success stories to share and post as activities get traction.
* Review and edit publications, presentations, and reports for the Board of Directors.

**3. Digital distribution**

* Determine best channels for sharing with intended audiences.
* Liaise with health authority/medical staff communications and IT teams to access their existing channels.
* Manage/create digital media channels, including email systems, web pages, and video postings if appropriate.

**Skills and Qualifications**

* Knowledge of BC’s health care system and experience working with facility-based physicians in hospitals and health authorities would be considered an asset.
* A combination of education and/or 7-plus years’ relevant experience developing and implementing communications strategies and plans.
* Good knowledge of communications and concepts of engagement.
* Ability to provide sound strategic advice.
* Excellent writing and editing skills, including plain language writing.
* Excellent relationship management skills to liaise with society executive, physicians, and health authority staff and leadership.
* Experience developing web and e-communications content.
* Basic graphic skills (PowerPoint, templates) and experience producing visual/graphic communications in collaboration with a graphic designer.
* Familiarity and experience with current digital communication platforms, and managing basic development of digital channels such as e-news, file sharing, and web platforms (in consultation with a digital specialist if needed).
* Familiarity with web analytics to track effectiveness of communications.
* Excellent organizational, problem-solving, and project management skills.
* Ability to handle a changing work environment, undertake multiple tasks, balance continuous demands, prioritize projects, and meet deadlines.
* Ability to work independently and as a member of a team.