

The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position: **Communications Co-Ordinator**

Term: 3-month Contract, Part-time: 3 days/week

Location: Toronto, ON

ABOUT THE INSTITUTE OF CORPORATE DIRECTORS (ICD)

Established in 1981, the Institute of Corporate Directors (ICD) is a not-for-profit, member-based organization representing Canadian directors and boards across the for-profit and not-for-profit sectors, credit unions and Crown Corporations.

As Canada's largest director community, the ICD creates forums for dialogue, hosts networking opportunities and provides access to world-class resources for more than 17,300 members across a network of 11 Chapters. Members who successfully complete the ICD-Rotman Director Education Program (DEP) and ICD-led examination process earn the highly recognized ICD.D designation.

ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at icd.ca.

ROLE DESCRIPTION

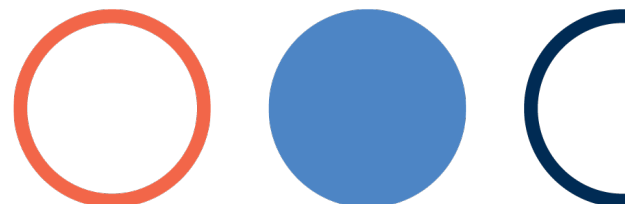
The Communications Co-ordinator will manage ICD's social media and assist with communications projects.

Key accountabilities:

- Manage ICD's social media channels, principally LinkedIn.
- Develop social media content in line with the ICD brand.
- Monitor on-line activity.
- Field Media inquiries.
- Support communication project deliverables.

Skill Requirements:

- Post Secondary Degree, ideally in Communications.
- 1-2 years experience managing social media communities, with a preference for B2B.
- 1-2 years experience in a public relations or marketing agency.
- Strong interpersonal skills and communication skills, particularly written.
- Strong project management orientation.



- Strong understanding of Microsoft Suite and LinkedIn. Familiarity with Monday.com an asset.

To apply, please send a resume and a cover letter outlining your relevant experiences to humanresources@icd.ca no later than 4 p.m. on July 30, 2024.

The ICD is committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued, and supported. All qualified individuals may apply online. If you require disability-related accommodation to participate in our recruitment process, please note this in your application. We'll be happy to work with you to meet your needs.

Thank you for your interest, but only those selected for an interview will be contacted.

Please note that ICD presently works on a hybrid model. As such, candidates will be asked to indicate their availability to work in the ICD downtown Toronto office.

