National Cybersecurity Consortium (NCC)

Employment Opportunity

Communications and Community Engagement Officer

The National Cybersecurity Consortium (NCC) is a pan-Canadian network that supports advancing the Canadian cybersecurity ecosystem through research and development, commercialization, and training by driving collaboration among universities; private industry; not-for-profit organizations; provincial, territorial, and municipal governments; and other key cybersecurity stakeholders.

WHAT WE OFFER

Full-Time | Remote

Standard Work Hours:
Mon - Fri | 8:30 am - 5:00 pm anywhere in Canada | 36.25 hours per week
Weekend availability will occasionally be required to support event management.

NCC is committed to ensuring employees can maintain a healthy work-life balance. As such, we're proud to support flexible hours and work-from-home options.

YOUR FOCUS

This position is responsible for supporting the communication and membership activities of the NCC, including amplifying calls for proposals and grant awards, promoting member activities, participating in conference planning and hosting, and posting to NCC social media accounts. Specific accountabilities will include:

- Working closely with the Director, Grant Administration and Membership and the Bilingual Communications Specialist in the development of strategies and content to support the activities of the NCC, in alignment with the NCC’s Communications Strategy;
- Supporting calls for proposals by preparing content for the NCC’s website and social media channels;
- Actively engaging with members in support of the value proposition of NCC membership including coordinating member events, drafting newsletters and monitoring/contributing to other engagement platforms;
- Providing required support to ensure the delivery of high-quality targeted events, including the NCC’s Annual Conference;
- Producing a variety of materials related to all phases of organizational and ecosystem promotion, including materials for conferences, speaking opportunities, social media posts, and webinars;
- Preparing and maintaining up-to-date contact lists for media, grant recipients, and other key members of the cybersecurity ecosystem;
- Supporting senior management and the Board of Directors, from time to time, with queries or content regarding NCC activities;
- Develop, implement, and monitor communication and engagement strategies to connect with various audiences, including current and prospective members of the NCC, ultimate recipients, media, and the cybersecurity community at national and international levels;
- Foster strong relationships with members, funders, and partners, ensuring a high standard of service and performance;
- In collaboration with the Director of Grant Administration and Membership and the Bilingual Communications Specialist, provide critical review and strategic recommendations of communication and membership activities.

The position may be required to perform additional duties as assigned by the Director of Grant Administration and Membership and Bilingual Communications Specialist.
WHAT YOU BRING

- A post-secondary education, preferably in communications, public relations, or a related field, and at least two years of experience in communications or membership coordination, ideally in the public or not-for-profit sector.
- Advanced computer skills with proficiency in the MS Word, SharePoint, Excel, PowerPoint, Outlook, and the Adobe Creative Cloud suite. Familiarity with CRM systems and ability to learn new systems quickly is considered an asset.
- Demonstrated understanding of digital communications strategies and techniques, as well as experience working in a variety of communications channels.
- Comfortable setting up, working with, and troubleshooting technology systems and paperless workflows.
- Knowledge of effective event and membership value promotion will be considered an asset.
- Experience in interpreting and applying government guidelines regarding media activity.
- Skill in designing, writing, and editing communications documents, including press releases and social media posts.
- Ability to facilitate meetings and coordinate the work of various teams and committees.
- Excellent organizational, planning, and attention to detail skills.
- Strong written and verbal communication skills. Comfortable working remotely and independently.
- Resourceful self-starter with a proven ability to manage and prioritize projects effectively to meet deadlines. Ability to work collaboratively with other departments and stakeholders.
- Professional and respectful in working with ethnically and culturally diverse populations.
- Must be bilingual, able to speak and write fluently in both French and English.
- Positive and eager attitude that will bring energy to the organization.

Salary range as of October 2023: $80,000 to $90,000 p.a. plus benefits

Closing date for applications: November 3, 2023

To apply, please send your resume and cover letter to lidya.farag@ncc-cnc.ca

The National Cybersecurity Consortium (NCC) is committed to employment equity and fostering diversity within our organization, and developing an inclusive workplace that reflects the richness of the broader community that we serve. NCC welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

We thank all applicants for their interest, but only those selected for an interview will be contacted.