

Communications Officer

The National Dental Examining Board of Canada (NDEB) is the organization responsible for establishing and maintaining a national standard of competence for dentists in Canada. Its mission is to serve the Canadian public, Dental Regulatory Authorities, and dental education institutions by ensuring a valid and reliable evaluation of competence for dentists in Canada.

We have a full time opportunity for a Bilingual Communications Officer to join our team. This position is based in Ottawa and will be reporting to the Communications Manager.

Key Activities

1. Digital Content Creation

In collaboration with the Communications Manager support content development and management of the corporate website. Key tasks include:

- Revising existing web content to be consistent with current policies and programs
- Draft and edit news items
- Conduct periodic reviews of website content and suggest improvements in user experience and content
- Development of presentations and/or instructional videos
- Respond to and triage inquiries via the general mailbox

2. Report Writing and Editing

Conduct preliminary research and the preparation of written drafts for review by Communications Manager. Key tasks include:

- Provide proofreading and editing support to the Manager Communications and Executive Director
- Development content for internal and external communications
- Manage the translation process for all NDEB documents

3. Communication Planning

Assist in the development of short and long term communication strategies for different stakeholder groups including developing key messages. Key tasks include:

- Research and recommend communication tools and tactics to support NDEB initiatives
- Assist in the development of policies for communication tools

4. Media Monitoring

Identify activities/events that are likely to become issues. Key tasks include:

- Recommend strategies to manage the issues, including identifying appropriate responses and communication channels.
- Conduct media/social media monitoring and report to Manager as required

Qualifications

- A Bachelor's degree in communications, journalism, Public Relations, English or a related field
- 3-5 years of related communications experience
- Proven strength in written and oral communications, including experience in research, writing and editing a range of materials
- Bilingualism – must be fluent in French and English
- Excellent writing skills; including spelling, grammar and sentence structure is required
- Ability to meet deadlines, multi-task and prioritize
- Strong communication and interpersonal skills
- Detail oriented and highly organized
- Advanced experience using Word, Excel, and Outlook
- Experience with all or any of the following would be an asset: Drupal, desktop publishing software, Adobe Creative products
- Proven ability to manage multiple tasks/projects at one time
- Strong decision making skills
- Ability to handle highly confidential data with sensitivity and care

If you have the skills and experience and are interested in applying, please send your resume to cdesbiens@ndeb-bned.ca

Please note that this is an immediate requirement and we will begin our screening and interview process as resumes are received.

We thank all applicants for their interest. However, only candidates selected for an interview will be contacted. The National Dental Examining Board of Canada (NDEB) is an equal opportunity employer. Accommodations will be provided at all stages of the hiring process; we ask applicants to make their needs known in advance.