



Chemical Institute of Canada | *For Our Future*
Institut de chimie du Canada | *Pour notre avenir*

Manager, Strategic Communications and Engagement

Who We Are:

The Chemical Institute of Canada (CIC) is a member-based not-for-profit association that champions the advancement of the chemical sciences in Canada. We help our members connect, learn, celebrate excellence, and grow their careers. Our renewed commitment is to help supporting the chemical sciences community excel in sharing and celebrating their discoveries, while ensuring the current and future generation of leaders are ready to foster a more resilient, inclusive future for everyone in Canada. We are thrilled and ready to embark on this exciting chapter. [Learn more](#) about how the CIC serves 4,000+ chemical science professionals and imagine how you, as part of the team, will help the CIC empower the Canadian chemical sciences, engineering, and technology community.

Overview:

Reporting to the Executive Director, this role oversees the marketing, advertising, social media, website, membership outreach, partnership, and sponsorship activity for the organization. This is a high-impact role that will make a meaningful difference in and reimagine how we communicate our values and stories internally and externally to members and partners.

As part of our team, you will be:

- Understanding the needs and interests of members and partners to better inform organizational decisions and communication and engagement strategies
- Building and implementing integrated communications, marketing and engagement plans that raise the organization's profile and reputation in support of membership and stakeholder engagement, community development and non-membership revenue
- Collaborating across the organization and its constituent Societies to bring new ideas forward on how best to tell an impactful story
- Providing communications and marketing insight and support to all functions of the organization
- Contributing to the development of the organization's strategic direction and planning processes
- Evaluating opportunities and developing communications advice on key opportunities and issues and design and delivering appropriate systems, processes, and programs
- Supporting executive leaders on all matters related to membership engagement, communications and marketing, and brand strategy
- Managing and measuring the effectiveness of communications
- Leading and managing a small team of direct reports and freelancers
- Mentoring and developing personnel using a supportive and collaborative approach
- Promoting a culture of high performance and continuous improvement

What you bring to this role:

- A passion for science and technology with the ability to identify important trends, alignment to the organization's priorities and the members' needs, and identify creative new approaches
- Strategic thinking
- Self-motivated with problem-solving skills, attention to detail and the ability to tackle tasks big

- Promoting diversity and inclusion in the workplace
- Being a positive influence and contributor to the organization's culture
- Dedication and motivation to deliver high standards of membership and customer service

Qualifications

- A university degree or related post-secondary diploma/certificate in communications with marketing, or associated field and/or experience
- Capable of effectively communicating across a large spectrum of training, experience, position, stature, and cultures among academia, public and private sectors, and colleagues
- Proven ability to anticipate, identify, assess, and develop solutions and improvements to workflow and business tools to meet objectives
- Financial and business acumen
- Aptitude to successfully manage, lead and coordinate multiple projects and priorities and deliver results to tight deadlines in a complex and dynamic environment, both independently and within a team where no formal reporting relationship exists
- Capability in both official languages (English/French) and other languages (including Canadian indigenous languages) will be an asset

Schedule:

- 35 hours per week (8 am to 4 pm ET on weekdays with occasional pre-planned work week and weekend hours)
- Travel within Canada may be required for meetings and/or event-specific activities according to travel policies and procedures

Location:

- Flexible within Canada. The incumbent in this role will work remotely from home. Any employees located in the Ottawa region may have access to an office space in Ottawa for hybrid-work options.

To apply:

Interested candidates can submit their cover letter and resume, in confidence, to [Apply\[at\]ChemInst.ca](mailto:Apply@ChemInst.ca) with **Manager, Strategic Communications and Engagement** in the subject line.

The Chemical Institute of Canada is an equal opportunity employer committed to creating a safe, diverse, and inclusive environment. We encourage qualified applicants of all backgrounds including ethnicity, religion, disability status, gender identity, sexual orientation, family status, age, nationality, and education levels to apply. If you are contacted for an interview and require accommodation during the interviewing process, please let us know. We thank all applicants for their interest. Only those selected for an interview will be contacted.