



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

THE CHEMICAL INSTITUTE OF CANADA

Writer (Part-time, Contract)

About Us

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 support the chemical sciences community excel in sharing and celebrating their discoveries while ensuring the current and future generations of leaders are ready to foster a more resilient, inclusive future for everyone in Canada. We are undergoing a comprehensive strategic planning process aimed at serving members, especially early career professionals, increasing regional engagement, and fostering increased collaborations by 2030. Join us as we embark on this exciting journey to shape the present and future of the chemical sciences and engineering community. Learn more about how the CIC serves 4,000+ chemical science professionals here (www.cheminst.ca) and imagine yourself as a part of the team!

Term

This is a contract position, set to begin in January 2025 and ending December 31, 2025, with the opportunity to extend.

Reporting Relationship

Manager, Strategic Communications and Engagement

Responsibilities

- Develop and maintain CIC's style guide and key messaging documents.
- With guidance from Manager, Strategic Communications and Engagement, research, write, edit, and gain approvals on all CIC corporate materials, including newsletter, email, member profiles, press releases, proposals, stewardship materials, and print materials.
- Draft, edit, and gain approvals on copy for CIC's corporate website and coordinate updates with webmaster to as needed.
- Proofread and edit materials for clarity and consistency, following the CIC's style and brand guidelines.
- Develop and maintain relationships with the CIC's various member groups, including the student chapters, subject divisions, local sections, and working groups.
- Continuously source opportunities to promote the achievements of our members.
- Contribute to brainstorm sessions to enhance CIC's brand presence within our membership and the greater community.
- Other responsibilities as required.

Qualifications

Education:

- A degree or diploma in Creative Writing or related field of study.



Experience:

- 3+ years' experience in a related role.
- A combination of education and experience will be considered.
- A proven ability to write for web.
- Excellent written skills in English with a strong attention to detail and deadline oriented.
- A strong understanding of the Microsoft Office suite.
- Ability to develop relationships with diverse groups of people
- Capability in both official languages (English/French) is recommended and encouraged.
- Knowledge of the chemistry or chemical engineering industry would be considered an asset.

Skills:

- Excellent written and verbal communication skills.
- Strong project management and organizational skills.
- Strong change management acumen.
- Ability to work independently and as part of a team.
- Strong interpersonal skills and the ability to build relationships with a variety of stakeholders.
- Takes initiative, especially as it pertains to community engagement.
- Knowledge of the chemical sciences and industry is an asset.

Why Join Us?

- **Impact:** Play a key role in shaping the future of the chemical sciences in Canada.
- **Community:** Be part of a vibrant and inclusive professional community.
- **Professional Growth:** Opportunities for professional development and career advancement.
- **Benefits:** Competitive salary and benefits package.

Schedule

This position is a contract role for 25 hours a week. Hours are flexible, however, the majority of work must be conducted within the hours of 8am to 6pm EST.

Location

Flexible within Canada. The incumbent in this role will work remotely from home.

Apply

Please submit a link to your work and your hourly rate expectations alongside your resume and cover letter to apply@cheminst.ca. A short writing assignment may be requested as part of the interview process.

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. Together, we will bring our Strategic Plan 2030 to life.