

## JOB DESCRIPTION

<b>Title</b>	Bilingual Communications Specialist
<b>Reports To</b>	Leah Cabral, Communications Manager

### Job Purpose

The Bilingual Communications Specialist will work with the Communications Manager, Executive Director, and Bilingual Outreach Manager to develop communications materials including social media content, public statements, and public resources in the French language.

This position will have a significant writing and editing component and will require the successful candidate to translate and proofread documents in both English and French.

### Key Responsibilities

Key responsibilities include, but are not limited to the following:

- Write and design a variety of bilingual communications materials including:
  - Newsletters
  - Social Media Content
  - Presentations
  - Public Statements
- Proofread both French and English documents to ensure accuracy of grammar, spelling, and content translation
- Develop and update Family Councils Ontario's website content in French
- Attend organizational and committee meetings as needed
- Assist in the coordination of events and outreach initiatives including the creation/translation of promotional materials and public communications into French
- Participate in the design and development of Family Councils Ontario promotional materials and messaging
- Ensure branding and standards are maintained at all times
- Escalate messages left on social media pages as needed
- Respond to basic inquiries on social media pages
- Ensure content reflects Family Councils Ontario mission and values at all times
- Recommend additional content growth areas for both English and French
- Additional duties and responsibilities as assigned

### **Core Competencies**

- Effective and efficient communication skills via verbal, and written methods in English and French
- Ability to work independently and remotely with little or no supervision
- Ability to develop and utilise multi-platform communication strategies
- Strong project management and organizational skills
- Able to maintain consistent communication style to reflect Family Councils Ontario branding and messaging
- Ability to seek out new marketing opportunities and initiatives

### **Key Qualifications**

- Bilingual in English and French
- Experience in editing, proofreading, and translation of various communications materials into French (3+ years preferred)
- Experience using MS Office (Word, PowerPoint), Canva, Survey Monkey, and/or Mailchimp
- Bachelor's degree or college certificate from a recognized institution, preferably in communications, journalism, English, or social sciences

### **Working Conditions**

- The standard workweek for this position is 10.5 hours.
- The standard business hours for this position are 8am to 5pm.
- Overtime and hours worked outside of the standard work schedule may be required.
- This position is remote