



Job Description: Intermediate Communications Specialist

Monogram Communications is a fast-growing company that designs and delivers strategic communications, PR and marketing services across Canada. We are looking for a Communications Specialist who is passionate about our industry, wants to grow with us, and will be an essential asset to our team.

You will be an integral part of creating and delivering work, primarily for clients but also for Monogram internally. This role requires a strong understanding of the big picture but also the ability to deliver day-to-day tasks. As we're a growing company, we'll look to the Communications Specialist to inject current industry trends into our client work as well as new systems and service methods to continually improve productivity and efficiency.

The ideal candidate is someone who can juggle concurrent projects and is able to work in a continuously evolving environment with great energy and an eye for potential.

You'll join a fun, hardworking, curious, and kind team who work interdependently on meaningful projects, always bringing their best to the workplace, and in support of one another.

Primary duties:

- Develop communications plans for clients in a broad spectrum of industries
- Coordinate the on-time completion of all projects through timely communication
- Research and recommend current communication tactics and strategies.
- Book and manage integrated MarComm campaigns
- Analytics reporting for campaigns
- Contribute to creative brainstorming and concept development sessions to help increase client project performance and engagement.
- Content development, scheduling, coordinating and response on all media streams such as social media, newsletter, website, blogs, press releases, etc.
- Research and surveying of client audiences
- Client relationship management

Essentials:

- Degree in Public Relations, Journalism, Business, Communications, Arts or Marketing
- 5-7 years experience in the Communications & PR space
- Polished communication skills both written and verbal
- Technology and social media savvy
- Attentive to detail
- Supremely organized and on top of project timelines and deliverables



- Quick learner who is comfortable being autonomous and working in a dynamic, remote environment

We will provide training and are looking for the right person, but any of the following is also highly desirable:

- Experience with Wordpress and/or Squarespace
- Email marketing systems e.g. Mailchimp
- Graphic design - Illustrator, Photoshop, Canva
- Video editing
- Photography
- Podcasting

You'll work 35 hours a week as part of a remote team that works together on Slack and Zoom. While we maintain a flexible working schedule, there are core hours where we overlap for team meetings each day.

Reports to: Principal Communications Strategist (or designate)

Salary: \$55,000-\$65,000 FTE. Anticipated start date of September 13, 2021. 6-month contract with potential for extension.

To apply, please send resume, cover letter and portfolio (include writing samples in different mediums such as press releases, blog articles, announcements, newsletters, etc.) by **Wednesday, August 11, 2021** to:

Kaisa Räinen, Communications Coordinator, Monogram Communications, Inc.

kaisa@monogramcomms.ca