Communications Manager (Interim)

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Communications Manager (Interim)

Arrell Food Institute

Temporary full-time from January 4, 2022 to January 3, 2023
Temporary absence of the regular incumbent
Hiring #: 2021-0635

Please read the Application Instructions [1] before applying

Arrell Food Institute (AFI) is improving global food systems. Building on world-class strengths at Canada’s Food University, AFI has had a very successful first 5 years, forming a wide network of national and international experts, and running a variety of events and creating excellent communications products. AFI is expected to communicate clearly and effectively across a range of complex and nuanced issues – this post is crucial to that endeavor.

The Communications Manager is a vital part of the AFI team, with responsibilities including:

- evidence-based strategic communications advice and coaching
- media relations and issues management
- event and programme publicity
- writing formal reports and explainer articles
- managing AFI’s web and social media presence
- managing contracts with videographers, designers and others

The Interim Communications Manager will deliver high quality communications products on time and on budget to meet AFI objectives. The successful candidate is likely to demonstrate the 10 following qualities, and we encourage applications from motivated individuals who can demonstrate 6/10 or more with experience of some or all of the above responsibilities.

- Bachelor’s degree in a relevant discipline (Journalism, Marketing, Public Relations, etc) or in an agriculture or food discipline with a post grad certificate in communications.
- Five years of experience in a communications role.
- Experience working with diverse audiences, including journalists, influencers, researchers and communications contractors.
- Strong interpersonal, communication, presentation and organizational skills and the ability to work in a cross-functional team environment.
- Ability to work independently and complete tasks professionally, with exceptional attention to detail.
- Demonstrable commitment to supporting equity.
- Flexibility of approach and ability to adjust to rapidly evolving environments and conditions to function effectively and ensure continuity.
- Ability to effectively work with and harness the capacity of paid students and volunteers.
- Some travel will be encouraged in this role – e.g. event attendance.
- This role will be performed off campus initially, with a likely transfer to partial or full time working on campus during 2022. We will seek to meet the working location preferences of the successful candidate, subject to team needs. All technology will be supplied to support in-office, hybrid or remote working.

The Interim Communications Manager will be a valued member of an equitable, fast-paced team, with a high degree of capability and an appetite for solutions. The successful candidate will likely have the opportunity to flex
their comms skills, add tangible outcomes to their resume, and build their personal networks.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification: Grant/ Trust fund position, Band P03

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 11 17
Closing Date: 2021 12 01

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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