

Communications Specialist

Title: Full-Time Communications Specialist **Location:** Regina, SK

Reports To: Director of Development

You exhibit a creative mastery of the English language and an openness towards all others. You are as articulate with words spoken as you are when proverbial pen meets paper.

Your message is delivered in an aesthetically pleasing fashion due to your thorough working knowledge of communications-related Microsoft (Word / PowerPoint) and Adobe (In-Design / Photoshop) applications.

You are ambitious, well organized and possess excellent time management skills.

Functions: As part of our Content Team, the Communications Specialist assists in the planning, development, and execution of communication strategies that will further build upon the Council's 65-year history and reputation as a leader in safety and injury prevention; all while adhering to brand standards.

You will establish and maintain relationships with media and partner organizations that will, through effective external communications, promote a positive public image for the Council as we lead the transformation of Saskatchewan to become a *Centre of Safety Excellence*.

Responsibilities: The Communications Specialist is expected to work with our team of subject matter experts, staff, and partners, to research, write and refine stories that effectively support the Council's message of safety advocacy.

Craft and distribute promotional materials, news articles, infographics, media and press releases, blog posts, video segments, and website materials.

Respond or direct inquiries from social media platforms or other media outlets to the appropriate resource.

Review and update program presentations, scripts, manuals, and resource materials.

Orchestrate and attend events to promote the Saskatchewan Safety Council.

Act as a professional representative of the Council in on-camera and audio recorded content projects.

Other related responsibilities and duties as assigned.

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 Saskatchewan Safety Council

 /sasksafetycouncil  @SkSafetyCouncil  /company/saskatchewan-safety-council

www.sasksafety.org

1.855.280.7115



Notes: As Council efforts are aimed at both community and workplace audiences, the Communications Specialist will be called upon to work some evenings and/or weekends.

Successful applicant must possess a valid Class 5 driver's license and have a reliable vehicle available for work usage. A satisfactory driver's abstract and criminal record check will be required.

At the Council, we strive, not just to meet minimum standards but, to achieve excellence and help shape new best practices. All Council personnel must continuously demonstrate honesty, integrity, and mutual respect, in all activities done in the name of the Council.

Please apply with a resume and cover letter to hr@sasksafety.org. Clearly articulate how your relevant experience, education, and skills combine to make you an ideal candidate for this role on our team. Only those selected to continue in the recruitment process will be contacted.

About the Saskatchewan Safety Council

The Council, a non-profit registered charity, offers a competitive salary and benefits befitting skills and experience.

Vision

The Saskatchewan Safety Council's vision is "Creating a safer Saskatchewan to live, work and play."

Mission

The Mission of the Saskatchewan Safety Council is "Working Together to Achieve a Safe Saskatchewan."

The Saskatchewan Safety Council believes in building strong relationships with businesses and the community to help them make safety the right choice.

Values

The Saskatchewan Safety Council adheres to the following values. These principles and beliefs guide behaviours, decision-making processes, actions, programs, and services.

- Integrity
- Respect
- Honesty
- Open Communication
- Teamwork