

Manager of Communications

Type of Position: Permanent, Full-time (hybrid possible)

Salary: Competitive, Commensurate with Experience + Bonus + competitive benefits plan

Target Start Date: Flexible (Late June or early July 2023)

Location: Ottawa (Downtown) near LRT Station, Rideau Centre, Byward Market

About Us

The world's population is predicted to grow to over nine billion people by 2050. This exponential growth brings with it enormous challenges as nine billion people will require new medicines, food, energy, and material goods. Moreover, as populations and economies grow, it is essential to develop more efficient and less impactful ways for humans to grow, manufacture and live. Within the social imperative of addressing this daunting global challenge lies the enormous economic opportunity for the innovative solutions biotechnology delivers. Canadian biotechnology companies and entrepreneurs play a central role in addressing these global challenges while also supporting key domestic industries such as forestry, mining, oil & gas, manufacturing and agriculture to maintain their competitiveness in the global bio-economy.

BIOTECanada is the national industry association, based in Ottawa, with over 200 members located nation wide reflecting the diverse nature of Canada's health, industrial and agricultural biotechnology sectors. BIOTECanada's mission is to lead the advancement of a globally competitive Canadian biotechnology ecosystem.

This is a unique, dynamic and exciting opportunity to work for a thriving organization as the next wave of Canadian biotechnology innovation moves into commercialization in the global marketplace. BIOTECanada offers a competitive compensation package including group health and dental insurance benefits, a matching group RRSP package, Employee Assistance Program (EAP), and learning and professional development opportunities. BIOTECanada is an equal opportunity employer. We welcome and encourage applications from all qualified candidates regardless of their gender, age, religion, race, ethnicity, and nationality. Particularly equity deserving groups, such as members of the BIPOC, and LGBTQ2+ communities, people living with disabilities, veterans, and anyone who may contribute to the further diversification of the association.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by BIOTECanada throughout the recruitment, selection and/or assessment process for applicants with disabilities.

About the Team

A small, high performing professional team of goal-focused individuals with specialized expertise and complimentary skills in a fast-paced environment that enjoys great camaraderie, close collaboration and producing consistently superior results.

About the Position

We are looking for a highly motivated, energetic and outgoing individual with excellent communications, marketing and research skills to join our team.

The Manager of Communications serves a vital role in highlighting the diversity of our association members, while aiming to serve the public dialogue around new technology and its implications and potential for our society. The position supports the achievement of the association objectives by managing the development and implementation of communication programs and projects.

Lead for the Associations external communications.


- Augment the Association's policy work by leading the Association's communications initiatives focused on its primary audiences namely:
 - o BIOTECanada members
 - o Policymakers (political and departmental)
 - o Media

Lead audience engagement by:

Manager leads the Association's communications by:

- Establish/Create a strong member communications strategy aimed at showcasing members of the association throughout publications and events
- Creating compelling and effective messaging for external communications, including press releases, presentations, website content, social media (LinkedIn), and marketing materials.
- Managing media relations and serve as the primary point of contact for media inquiries.
- Developing and managing relationships with key stakeholders, external service providers and consultants in the project management of BIONATION and the Gold Leaf Awards program.
- Overseeing the Association's biannual magazine (*insights*), which includes supporting the solicitation of editorial content, managing the editorial and production timelines with magazine publisher (hired external group).
- Monitoring and analyzing industry trends and providing strategic guidance on how to leverage them to enhance Association communications.
- Working collaboratively with colleagues in the promotion and development of special events and member services.
- Create and manage communication budgets and project timelines.

Qualifications and Experience

- A college or university degree in communications, marketing, public relations, or related field.
 - 2+ years of private sector, parliamentary/political, or association experience.
 - An appreciation and understanding of the political landscape in Ottawa.
 - Excellent written and verbal communications skills. Bilingualism (English/French) is an asset.
 - Proven effective writing and story-telling skills.
 - Strong knowledge of digital media channels and an ability to develop new effective communication strategies for both.
 - Experience in planning, implementing, managing, monitoring, and upgrading websites.
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- Strong project management skills and ability to manage multiple priorities, budgets and deadlines.

Please submit resumé with salary expectations to: info@biotech.ca

Only applicants selected for an interview will be contacted. No phone calls please.

