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**Job Title: Communication Officer**

**Schedule: Part-time**

**Pay Scale: Commensurate with experience and qualifications**

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**Job Overview**

Reporting to the principal investigator, the communication officer is responsible for creating content to keep the internal and external stakeholders updated on the [BRILLIANT](https://www.brilliant-cfi.ca/fr/accueil/) project progress.

**Responsibilities and Duties**

* Build and maintain effective working relationships with internal stakeholders and clinical teams to ensure any content writing requests are fulfilled without errors or misinformation.
* Develop an overall communications strategy which could include events, social media, website content, press conferences, newsletters or emails.
* Participate in clinical events at local sites to promote the BRILLIANT projects and to update the stakeholders about news and progress.
* Monitor the BRILLIANT brand reputation and discussions relating to the organization in media spaces while being able to respond to audiences on time
* Manage, plan, and coordinate media events.
* Manage the different social media platforms for BRILLIANT.
* Create easy-to-read material to promote BRILLIANT such as posters, infographics etc.

**Education and Experience**

* Bachelor’s or master’s degree in communications, journalism, or public relations.
* Two to three years of experience related to content writing or media strategy within a professional organization.

**Skills**

* Teamwork skills and the ability to work independently.
* Flexibility to adapt to changing work conditions.
* Ability to take and give constructive feedback.
* Strong analytical and problem-solving skills.
* Strong attention to detail and ability to work with a high level of accuracy.
* Excellent grammar and writing skills in both French and English.
* Knowledge of desktop publishing software (InDesign/Photoshop).

Please your CV to: [brilliant.cfi@mcgill.ca](mailto:brilliant.cfi@mcgill.ca)

Deadline to submit your application: **February 24th, 2023.**