

## Communications & Public Affairs Specialist

The Advocacy Centre for Tenants Ontario (ACTO) works to advance human rights and justice in housing for low-income Ontarians through legal advice & representation, law reform, training and education.

ACTO is seeking a creative and dynamic individual with strong communications skills and political acumen to join its small team of professionals to advance its mission.

**Responsibilities** include:

- Developing/updating a communications plan to support ACTO's strategic objectives;
- Developing and executing on government relations strategies that advance ACTO's priorities;
- Leading ACTO's public relations work to ensure public engagement with ACTO's initiatives, including media relations, digital communications and stakeholder engagement;
- Serving as communications advisor to the legal and program team providing strategic advice on key messaging and stakeholder outreach;
- Represent ACTO with community partners;
- Collaborate with the legal and program team to create, coordinate and disseminate housing policy, fact sheets and other relevant documents;
- Develop & maintain ACTO's digital communications and enhance digital engagement with stakeholders;
- Measure and track communications efforts to provide reports to management.

The ideal candidate will be a self-starter motivated by an opportunity to work in a collaborative environment. They will also possess the following skills and qualifications:

- Post-secondary education in communications, public relations, political science, related fields or any combination of these.
- 4 or more years of experience in communications or related role, preferably in a not for profit environment.
- Experience in leading communications and public affairs campaigns demonstrating strong organizational and problem solving skills
- Experience building relationships with public officials
- Strong written and oral communication skills
- Experience working with community-based groups and organizations
- Knowledge of policy issues in the area of human rights and/or housing
- Strong technical skills (Microsoft Office, wordpress, social media management tools, Mailchimp, Adobe Indesign)
- French lingual skills an asset
- Experience with media training an asset

The salary range for this position is \$65,000 - \$76,000, with generous benefits. Please email a covering letter, your resume, and any media related materials that demonstrates your candidacy to the attention of the Hiring Committee, Communications & Public Affairs Specialist to [thomsot@lao.on.ca](mailto:thomsot@lao.on.ca) on or before April 9, 2021.

ACTO is an equal opportunity employer and is committed to establishing and maintaining a diverse and inclusive workplace and encourages applications from equity seeking groups including but not limited to individuals of indigenous descent, individuals who identify as LGBTQ2+, persons with disabilities, members of racialized communities, people of diverse faiths and creeds, and women.

We thank all applicants; however only candidates selected for an interview will be contacted.



