



Communications Consultant

Counsel Public Affairs is hiring a Communications Consultant. We're looking for a self-motivated communications professional with a passion for politics to help our clients succeed.

As a Communications Consultant, your **duties and responsibilities** would include:

- Contributing to client teams by delivering high quality work, on time and within budget.
- Writing, editing and proofreading to create high quality and creative internal and external communication materials, including media advisories and statements, press releases, and speeches.
- Managing a number of different tasks at the same time, including but not limited to:
 - Event planning
 - Media relations
 - Research and writing
 - Stakeholder mapping
 - Social media community management
 - Issues monitoring and analysis.
- Drafting presentation materials and proposals for clients.
- Project management to keep colleagues and clients on track and on deadline.
- Participating in and attending client meetings/conference calls.
- Producing activity reports and status reports for clients.

The **qualifications** for this position include:

- Educational background in Public Relations, Journalism, Political Science or other certification related to politics, policy and communications.
- Two to five years of relevant communications work experience in agency, government or politics.
- Strong research, writing, editing, logistics, and presentation skills with a strict attention to detail.
- A genuine passion for the latest trends and issues that impact clients, and strong political acuity.
- Understanding of the Canadian political landscape, including federal, provincial and municipal governments.
- Ability to quickly learn and understand key client information including business strategy, industry issues, political environment, products and services, key customers and competitors.
- Creative, self-motivated and enjoys the opportunities and challenges of an entrepreneurial working environment.



- Well-versed in social media platforms, including Facebook, Twitter, Instagram, YouTube, LinkedIn, and ability to create digital content.
- Experience with media monitoring via platforms such as Meltwater and Sysomos.
- Demonstrated time management and project management skills with the ability to meet deadlines while juggling competing priorities.
- Proficiency in all standard office software (Word, Excel, PowerPoint) and the ability to quickly learn new research, list development and desk top creative tools.
- Proficiency in French an asset.

Interested applicants should send their resume and a cover letter by email to reception@counselpa.com by Friday, November 30, 2018.