We are looking for a Communication Manager for the Department of Psychiatry within the Faculty of Medicine at The University of Ottawa.

The Department of Psychiatry consists of more than 230 faculty members teaching and conducting research in one of our five clinical sites or affiliated research institutes. The education component of our mission is served by large undergraduate and post-graduate medical education training programs. We also have begun a fellowship program for learners from other countries and from within Canada. There are active research programs including in neuroscience, psychopharmacology, interventions in underserved populations and eating disorders.

1. The Communication Manager will be responsible for creating, implementing and evaluating the communication strategy.

Responsibilities include:

1.1. Managing the digital communication and social media account to support and promote the Department’s image and to enhance faculty relations through internal and external publications.
1.2. Create and implement an internal communication plan in alignment with the Department strategic plan;
1.3. Assist the Department Chair and the leadership team in redesigning a user-friendly website linking to the Faculty of Medicine website and updating the website content such as award winners and upcoming events or presentations;
1.4. Assist the Department Chair and the leadership team in creating and publishing new web pages to meet the needs of new projects;
1.5. Produce monthly newsletters and annual report.
1.6. Collaborate with program directors and site chiefs on information sources, monitor, compile and report on successful application for research grants, award winners, faculty promotions, achievements, and so on.

2. Desirable personal characteristics:

- Degree in Communication, Commerce, Business Administration, Journalism or a related field;
- Experience in a strategic communication role;
- Experience in managing a website and social media accounts;
- Knowledge of current trends in print, electronic communications and social media as well as experience working with senior executives and members of the media;
- Good interpersonal and communication skills to interact effectively with individuals of all backgrounds, experiences and educational levels;
- Good organizational and multitasking skills;
- Bilingualism is an asset.

3. Reports to:

3.1 Chair, Department of Psychiatry

4. **Term of appointment:** 1 year contract
5. **Remuneration:** An annual stipend of $20,000 based on a 1.5 days per week.