



JOB DESCRIPTION Senior Communications Associate

Monogram Communications is an agile company that designs and delivers strategic communications, community engagement, purposeful PR and creative marketing services across Canada. We are looking for a part-time Senior Communications Associate who is passionate about our industry, is solutions-focused, and a creative comms strategist--becoming an key member of our team.

You will be an integral part of creating and delivering impactful work for our diverse client roster. The role requires a strong understanding of the big picture but also the ability to deliver on communications tactics. As we're a growing company, we'll look to the Senior Communications Associate to inject current industry trends into our client work as well as new systems and service methods to continually improve productivity and efficiency.

The ideal candidate is highly motivated, has mid-to senior-level experience and can prioritize concurrent projects, is able to work in a flexible work environment with great energy and great people. You will have an opportunity to work independently, mentor our junior communicators, project manage and be client-facing.

You'll join a smart, hardworking, curious, and caring team who work interdependently on meaningful projects, always bringing their best to the workplace, in support of one another.

Primary duties

- Lead the development of integrated communications plans for clients within a broad spectrum of industries
- Lead the on-time completion of all projects through timely communication
- Research and recommend current communication strategies and tactics
- Plan and perform client work as required per project such as content development, scheduling, coordinating and response on all media streams such as social media, newsletter, website, blogs, press releases, research and surveying of client audiences
- Manage project teams delivering such services as social media, content creation, graphic design and web development
- Lead creative brainstorming and concept development sessions to help increase client project performance and engagement
- Manage client relationships
- Contribute to strategic business development and recruitment initiatives for Monogram



- Available and willing to travel as needed for in-person project work (is an asset)
- Other duties as may be requested

Essentials

- Degree in Public Relations, Journalism, Business, Communications, Arts or Marketing
- 8-10 years experience in the Communications, Marketing & PR space
- Polished communication skills both written and verbal
- Technology and social media savvy
- Attentive to detail
- Supremely organized and on top of project timelines and deliverables
- Quick learner who is comfortable being autonomous and working in a dynamic, remote environment with a great team

Training and team integration is provided. We will keep the posting open until we find the right fit! Any of the following is also highly desirable:

- Facilitation experience
- Email marketing systems e.g. Mailchimp
- Experience working with and leading contracts for:
 - Graphic design - Illustrator, Photoshop, Canva
 - Video editing
 - Photography
 - Podcasting
 - Website design
- Experience with Wordpress and/or Squarespace

This position is a contract position and hours will be based on project requirements. You'll work as a part of a remote team collaborating on Slack, Asana and Zoom. While we maintain a flexible working schedule, there may be core hours where we overlap for team meetings or client meetings, as needed.

Reports to Principal Communications Strategist (or designate)

Interested? Then send along your resume, cover letter and portfolio (include a comms plan and writing samples in different mediums such as press releases, blogs, announcements, newsletters, etc.), to:

Emily Erickson, Operations Manager Monogram Communications emily.erickson@monogramcomms.ca

Looking forward to meeting you!