



New Brunswick College of Pharmacists Ordre des pharmaciens du Nouveau-Brunswick

*To protect and promote the health and well-being of New Brunswickers by regulating pharmacy practice.
Protéger et promouvoir la santé et le bien-être des gens du Nouveau-Brunswick en réglementant l'exercice de la pharmacie.*

Job Title: Communications Specialist

Employment Type: Full-time

Location: Moncton, N.B.

Closing Date: Position will remain open until filled.

The New Brunswick College of Pharmacists (the “College”) is the regulatory body for pharmacists and pharmacy technicians licensed to practise in the province. Under provincial legislation, the College is mandated to protect the New Brunswick public by promoting health care and ensuring pharmacy professionals have the knowledge and skills necessary to provide optimal patient care. The College mission is to protect and promote the health and well-being of New Brunswickers by regulating pharmacy practice.

We are currently seeking a **Communications Specialist** who, working closely with the Communications Manager, will be responsible for content development for the College website and social media channels, coordinating the biweekly newsletter, liaising with various College work areas and carrying out communications activities related to the Strategic Plan and Communications objectives. This role will appeal to someone who thrives in a fast-paced environment, who also enjoys learning about health care and wants their communication work to have a positive impact on their audiences.

As the Communications Specialist, you will be responsible for:

- Writing and editing College publications, official documents and other communications as required.
- Quality assuring and formatting College publications in both English and French.
- Writing content for the College website and social media channels.
- Setting up and distributing College communications using technology-related communication tools (e.g., webinars).
- Critically evaluating communications needs and identifying key messages for a defined audience.
- Contributing to continuous quality improvement of College communications and communications processes.
- Coordinating and contributing to project and event planning and related communications activities.
- Building and fostering strong working relationships with staff responsible for other key areas of the College.
- Attending meetings and recording minutes.
- Performing related duties as assigned.

Our ideal candidate has the following qualifications and essential job skills:

Language Skills: Written and spoken competence in English and French.

Communication skills: Superior grammar skills and high attention to detail; advanced written and verbal communication skills; ability to quickly adopt a communications tone or style; experience writing content for, or contributing to strategy for use of, social media.

Work Experience: Three to five years in communications support role, preferably with writing experience and some project/event management responsibilities.

Education: Graduate of a recognized communications, public relations or marketing program or a combination of education, training, and progressively responsible experience in a communications or administrative role.

Computer Skills: Proficiency in Microsoft Office is required. Knowledge of other software such as Adobe Professional and web content management systems such as WordPress would be an asset. Experience with member management systems/registration database as well as meeting/webinar software would be an asset. Training will also be provided on site.

Other skills: Strong business acumen, ability to manage multiple priorities effectively in an ever-changing, fast-paced environment. Comfortable working independently as well as under supervision or in collaboration with others on the College team. Work experience in a regulatory or association industry may be an asset.

Attitudes: Professional demeanor and ethical sensitivity; appreciation for the role of the College in the public interest.

Please apply with cover letter and resumé in confidence to:

Karen DeGrace
Communications Manager
200-686 St. George Boulevard
Moncton NB E1E 2C6

Email: info@nbpharmacists.ca
Fax: 506-857-8838

Please note that applications may be sent by postal mail, email, fax or dropped off in person.