



Communications Officer

Vacancy ID#: 2019-03
Location: Ottawa
Type: Permanent, Full-Time
Category: Mid-Senior Level
Date: June 6, 2019

Founded in 1995, [The Egmont Group](#) is a united body of 158 Financial Intelligence Units (FIUs). The Egmont Group provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF). This is especially relevant as FIUs are uniquely positioned to cooperate and support national and international efforts to counter terrorist financing and are the trusted gateway for sharing financial information domestically and internationally in accordance with global Anti Money Laundering and Counter Financing of Terrorism (AML/CFT) standards.

The **Egmont Group Secretariat (EGS)** provides strategic, technical, and administrative support to the Head of FIU, the EC, the Working Groups, the Regional Groups, and assists to manage the content posted on the open communities within the Egmont Secure Web. The EGS is headed by the Executive Secretary whose appointment is endorsed by the HoFIU, and reports directly to the Chair of the Egmont Group. The Egmont Group Secretariat was established in July 2007 and is based in Canada.

EGS is seeking to hire a Communications Officer on a permanent basis. This position will report to the Executive Secretary and will be responsible in implementing the Egmont Group's communication strategy. The incumbent will be accountable for improving the internal communication, promote our organization externally, interact with members and partners, and establish productive relationships with key stakeholders. The incumbent will also be responsible for developing and implementing plans to engage target audiences and spread the message about our initiatives and activities.

Main Accountabilities:

- Develop, support and promote organizational goals, including message development, content creation, and outreach.
- Develop and disseminate messages that increase efficient communication with the organization.

- Develop and implement a communication strategy that enhances collaboration with international partners, private sector actors, academia, and research institutions.
- Develop, implement and support communication activities relating to ECOFEL, a prominent capacity building program of the Egmont Group.
- Ensure digital marketing content aligns with our organization's identity and message as well as with the ECOFEL program
- Develop and strengthen EG engagement activities
- Perform other related duties and functions as assigned by the Executive Secretary.
- Developing communication products which could include press releases, speeches, communique, reports and publications.
- Liaise with pressing media and responding to media inquiries.
- Preparing media briefings and setting up interviews (domestically and internationally)
- Creating social media content i.e. graphics, articles.
- Developing communication plans for Egmont event meetings and other activities.
- Lead communication activities for ECOFEL program.
- Ability to find marketing vendors for design etc.

Key Competencies:

The successful candidate will possess -

- Bachelor's degree in Communications, Public Relations, Marketing or relevant discipline
- 5-7 years of progressive experience in a communication, public relations related role
- Excellent writing and editing, verbal communication and interpersonal skills
- Strategic thinker, ability to analyze complex and specialized information and present in plain language
- Proven history of managing traditional and social media
- Highly organized and strong attention to detail
- Strong verbal, written communication, analytical skills, and presentation skills.
- Ability to present to senior management
- Strong strategic planning skills and people management experience
- Highly self-motivated and results-oriented
- Ability to work as needed outside of work hours to meet business needs
- High degree of PC literacy, including MS Office applications
- Familiarity and experience with government or non-profit industry is an asset

Please submit your cover letter and resume to careers@egmontsecretariat.org. Please include the vacancy ID#2019-03 in the subject line.

The Egmont Group is committed to employment and pay equity within its staff. Applications are encouraged from equity groups including individuals of Indigenous descent, racialized individuals, individuals with disabilities, and LGBTQ+ persons. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.