

Job Title **Communications Specialist (one-year contract, full-time)**

Reports to Manager Marketing and Communications

Location **Canadian Science Publishing**
65 Auriga Drive Suite 203
(Hwy 16 and Hunt Club area)
Ottawa, Ontario

Date August 13, 2018 to August 30, 2019

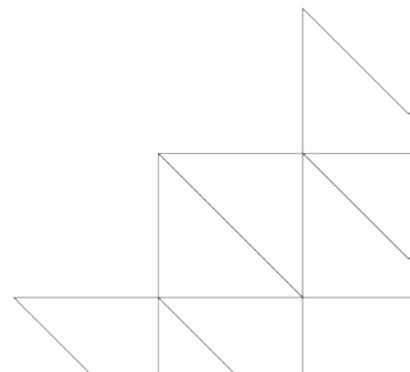
Canadian Science Publishing (CSP) is Canada's not-for-profit leader in mobilizing scientific knowledge to strengthen its integrity, accessibility, and impact. With over 50 highly skilled and internationally renowned subject-expert Editors, CSP communicates scientific discoveries to more than 125 countries and connects researchers from diverse fields.

We are Canada's largest publisher of scientific journals, with a suite of publications that covers the spectrum of science and engineering, spanning fundamental and applied sciences. As a first mover in open access, we publish three open access journals, including *FACETS*. *FACETS* is Canada's first and only multidisciplinary open access science journal, publishing leading research in six major scientific disciplines, including the innovative Integrative Sciences section that publishes papers in science communication, science education, and more. The *FACETS* website (www.facetsjournal.com) uses dynamic technologies to provide the reader with the best possible online experience.

We are proud to support a number of community initiatives, including awards, conference sponsorships, and society partnerships. We proudly participate in international programs such as Research4Life, INASP and TEEAL, which provide developing countries free access to our material. Learn more at www.cdnsiencepub.com.

We offer an attractive compensation and benefit program with the opportunity to work a flexible schedule. Our head office location near Prince of Wales Drive and Hunt Club West offers ample free parking, is close to restaurants and shops, and is accessible by OC Transpo.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.





General Responsibilities

Reporting to the Manager Marketing and Communications, the Communications Specialist contributes to the creation and mobilization of corporate communication and marketing materials. The Communications Specialist oversees the CSP blog, journal-specific plain language summaries, and CSP's social media; leads communication efforts to promote CSP journals and research to media and users of scientific content; and supports CSP's content development, sales, and marketing efforts. This position has no reports.

Specific Duties

1. Oversee the coordination of the CSP Blog including soliciting, editing, formatting, and publishing blog posts, sharing blog posts on promotional channels (such as Twitter, Facebook) to build readership and engagement, and monitoring social media responses to blog posts.
2. Oversee the coordination of CSP's social media, including monitoring all accounts, managing the corporate accounts, and contributing to key journal accounts.
3. Lead communication efforts to promote noteworthy papers and special issues widely, including distributing research to and liaising with media.
4. Oversee the coordination of *FACETS* plain language summaries, including soliciting, editing, formatting, publishing, and promoting summaries.
5. Coordinate CSP's annual Visualizing Science image contest.
6. Generate content for and coordinate distribution of the *FACETS* and CSP Monthly newsletters.
7. Support the Graphic and User Experience Designer with the implementation of corporate branding and creation of materials.
8. Write content relevant for particular campaigns pertaining to content development, sales, and marketing as necessary. Support internal communication efforts as necessary.
9. Other project and duties as assigned.

Qualifications and Educational Requirements

1. Undergraduate degree in Communication and Media Studies or similar with 1–3 years' experience in communications, publics relations, and media relations; within scholarly publishing would be considered an asset.
2. Experience in writing and editing text for diverse audiences; preference will be given to candidates with experience writing and editing text within a scientific or engineering context.
3. Experience working with, and writing for, media.
4. Proven experience with professional social media management software and blog platforms. Highly developed written, verbal, and social media communication skills; highly developed proof-reading ability.





5. A self-starter with a highly creative approach.
6. Ability to work independently and within a team environment, taking direction from others and providing guidance and expertise to numerous internal cross-functional groups and external stakeholders.

Contact

Astra Groskaufmanis, *Manager Human Resources*
astra.groskaufmanis@cdnsiencepub

