

Communications Coordinator

The Clinique juridique des artistes de Montréal (CJAM) is looking for a passionate individual, interested in working with the arts community of Montreal, to join its volunteer Coordinating Committee as **Communications Coordinator**.

Reporting to the Board of Directors, and working collaboratively with the Coordinating Committee, the Communications Coordinator shall be responsible for:

- Developing and implementing the Clinic's communications strategy;
- Ensuring consistent graphical branding;
- Designing and coordinating production of promotional materials;
- Circulating information and promotional materials related to Clinic events;
- Working with the Community Relations Coordinator to increase public awareness of the Clinic's activities; and
- Maintaining and updating the Clinic's website.

The successful candidate shall demonstrate the following skills and abilities:

- Ability to work closely on a team;
- Excellent spoken and written French;
- Good spoken and written English;
- Proven experience in communications and/or public relations;
- Good organizational skills; and
- Proven ability to meet deadlines.

Interested candidates should send a copy of their C.V. and a cover letter outlining their interest in the Clinic and relevant communications experience to secretaire@cjam.info.

CJAM would like to thank all candidates for their interest in the Clinic, but only those candidates selected for an interview will be contacted. The position will remain posted until it is filled.