

## Project Manager, Communications

### Position Overview

The Project Manager of Communications (PMC) is a key interface between the client and the company. Responsible for working with C-suite executives in a Fortune-500 environment, the PMC is responsible for identifying needs, delivering results on time and on budget, and maintaining excellent relationships with clients and colleagues. Working with clients to develop strategic programs and projects that provide innovative and effective communication solutions, the PMC will deliver results across a wide variety of communication, marketing and content platforms, including: advertising campaigns, direct and/or digital marketing programs, and other programs as identified. Project management experience is a must, along with a strong background in communications programs, corporate (B2B) writing and new media content development

### Primary Responsibilities

- Produce, collate and procure content for social media, blogs, whitepapers, podcasts and videos to suit program requirements
- Establish and maintain up-to-date awareness and familiarity with clients' industries and market sectors
- Provide intelligent, savvy counsel to clients about their business strategies and communication programs
- Lead projects by identifying user needs, articulating solutions, building support teams and maintaining timelines and budget commitments
- Build, maintain and optimize client relationships by anticipating needs and articulating and delivering best-in-class, innovative solutions
- Work with program lead to communicate project needs, new opportunities, client feedback and budget parameters

### Qualifications

#### Required:

- Relevant post-secondary education
- Experience with social media strategy (LinkedIn, Twitter) with a focus on leader-led content
- Significant experience successfully leading a team of creative professionals
- Project management skills
- Social media metrics experience
- Experience creating communication solutions in large, complex organizations
- Proven self-starter with a strong hands-on orientation
- Proven ability to collaborate cross-functionally, diplomatically and professionally across all levels of complex organizations, both internally and externally

#### Nice to have:

- Proficiency in the Office suite of programs
- Experience with Microsoft Teams
- Experience working in a remote/dispersed team environment
- Experience with social media management tools
- Attention to detail (proofreading/editing)
- Adept at learning new software
- Experience developing onboarding and training materials

This is a part-time to full-time contract role with the potential to transition into an employee role with benefits. To apply for this position submit a resume and cover letter—or to ask questions—please contact: [careers@itfo.ca](mailto:careers@itfo.ca)