



PART-TIME CONTRACT POSITION AVAILABLE

Communications Officer

Quebec English-Speaking Communities Research Network (QUESCREN), Concordia University

General Accountability

Under the supervision of the Senior Research Associate, with management provided by the Senior Research Manager and ultimately the Co-Directors, all at QUESCREN, Concordia University, the incumbent will: (I) lead QUESCREN's public communications and visibility efforts; (II) develop and implement communications strategies and tools to promote and mobilize research on English-speaking Quebec.

Nature & Scope

The incumbent must demonstrate the ability to perform all duties listed below with a high degree of autonomy, professionalism, and attention to detail. They are expected to take initiative, manage their schedule efficiently, and deliver high-quality, audience-appropriate communications. Strong leadership, bilingual (French and English) writing skills, and proficiency with communications tools are essential. The role requires a self-starter capable of working independently with minimal supervision.

Strategic Communications & Content Development

- Develop, update, QUESCREN's communications strategy.
- Translate existing research into accessible and engaging content for diverse audiences
- Create and adapt visuals using Canva and other tools to amplify research findings.
- Collaborate with graphic designers on layout and ensure alignment with visual identity guidelines.
- Use analytics to inform content strategy and improve outreach effectiveness.

Digital Media & Outreach

- Manage and grow QUESCREN's social media presence (Facebook, LinkedIn, YouTube, and eventually others)
- Develop and maintain a Mailchimp campaign schedule
- Maintain, update and enhance the QUESCREN website in collaboration with Concordia's University Communications Services (UCS)
- Monitor and report on engagement metrics across platforms (social media, newsletter, website) to assess performance and guide future strategies

Media Relations & Public Engagement

- Lead communications for QUESCREN events (promotional texts, press releases, announcements).
- Draft and distribute press releases for QUESCREN research events with strategic follow-up in French and English media to secure coverage
- Write and publish feature articles and op-eds to raise the profile of QUESCREN's work in public and policy debates
- Respond to media inquiries in collaboration with the university's Communication Services unit
- Proactively seek media opportunities
- Expand and regularly update QUESCREN's media and outreach contact list
- Monitor press coverage and update the online media page

Document Production & Distribution

- Coordinate, produce, and release the newsletter and annual report
- Support the editing and proofreading of research documents, lay them out in templates, ensure they meet QUESCREN visual and document production guidelines, and upload them to the website

General Team Support

- Provide support for other team tasks as needed

Education and Experience Required or Considered Assets

- Degree in communications, journalism, public relations, or a related field
- 3+ years of experience in communications, ideally in a research or academic environment
- Excellent command of English and French (writing/editing, reading, spoken)
- Strong visual and digital communication skills
- Ability to work independently, take initiative, and manage multiple priorities
- Knowledge of the English-speaking Quebec population and its realities is an asset
- Familiarity with:
 - Social media platforms and analytics tools
 - Website content management systems
 - Microsoft Office Suite and collaborative tools (e.g., Teams, Zoom)

Working Conditions

- Position title: Communications Officer, Quebec English-Speaking Communities Research Network
- Salary range: \$43 - \$46/hour with annual salary and step increases
- 21 to 28 hours/week (to be negotiated at time of job offer)

- Contract type: Research Support Professional contract, Concordia University Research Employee (CARE) union, regulated by the CARE collective agreement and Concordia University human resources policies
- Contract duration: 1 year, starting with a 3-month probation period, and subject to renewal
- Location: Minimum 1 day per week at Concordia University, Montreal, Loyola Campus, room CC-219. Flexible work arrangement allows up to 4 days per week from home.

How to Apply

Please send your CV, cover letter, and portfolio (if you have one) to QUESCREN@concordia.ca **by September 28, 2025.**

Employment Equity

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.