



COMMUNICATIONS SPECIALIST

(Permanent Position)

The Law Society of Newfoundland and Labrador, the legal profession's regulatory body responsible for the protection of the public interest, is seeking a Communications Specialist with great computer skills to create and promote effective communications to support the Law Society's activities and provide first level in-house computer technical support.

KEY RESPONSIBILITIES:

Working as part of the team, the Communications Specialist reports to the Executive Director. The Communications Specialist will plan, develop, implement and evaluate communication and marketing activities including public relations; work with Law Society staff to develop innovative plans and activities using various digital platforms to create an enhanced online presence and increase digital engagement for members; research technical tools and solutions; source speakers for content generation; plan and manage events and online webinars; develop communication channels including press releases, website, events, newsletters, video channels and blogs; provide communication advice and guidance including communication strategies; assist with quick response crisis efforts; prepare written materials; plan, coordinate and execute media conferences and other public relations events; troubleshoot computer issues, assist with technical support requests and liaise with the IT support vendor; prepare activity reports and metrics using Google and social analytics; and perform other related duties, as required.

QUALIFICATIONS:

Successful completion of a degree or diploma in english, communications, marketing, public relations, technology, business, or a related field supplemented by a minimum of two years industry experience in a marketing/communications role with an emphasis on digital marketing, content creation and computer technical support. Experience with project coordination, technology rollout and software troubleshooting would be assets.

The Law Society offers competitive compensation and benefit programs.

The Law Society is committed to being a workplace that is free of discrimination, values diversity and is representative, at all job levels, of the citizens we serve.

To apply in confidence please provide a resume and cover letter by 5:00 p.m. Friday, May 14, 2021 to recruitment@lsnl.ca. For more information about the position and the Law Society please refer to our website at <https://lsnl.ca>