



## LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront.

If you're looking for a great career and a chance to make an impact, PortsToronto has the following exciting permanent opportunity awaiting you:

### COMMUNICATIONS COORDINATOR

The Communications Coordinator is responsible for supporting the coordination and implementation of internal and external communications for PortsToronto. The role requires an enthusiastic, knowledgeable communications professional with experience in communications and event planning, website management, social media and writing. It also requires someone with a strong customer-service orientation, diplomacy and tact to work with external groups – including media, stakeholders and members of the public.

#### MAJOR RESPONSIBILITIES:

- Create and execute social media editorial calendar and social media content strategy;
- Cultivate and enhance collaborative working relationships with bloggers/social media influencers;
- Report on and actively monitor social media for emerging issues;
- Assist in the development and execution of the PortsToronto strategic communications objectives;
- Research, conceptualize and write documents, including: press releases, briefing documents, factsheets, presentations, speeches, reports, newsletters, appointment notices, letters, web copy and other collateral materials;
- Support the management of corporate communications associated with the Annual General Meeting, Sustainability Reports and Annual Report;
- Coordinate internal communications and stakeholder communications;
- Champion and communicate PortsToronto's sustainability program and environmental efforts;
- Support promotional, public engagement and corporate social responsibility programs;
- Manage website content and oversee interactive spaces;
- Manage and execute special events;

- Manage and liaise with external vendors;
- Manage and execute sponsorship program;
- Manage and write annual industry award applications;
- Perform other tasks as assigned.

#### QUALIFICATIONS:

- 3-5 years of experience in communications, media relations or community relations
- Solid knowledge Content Management Systems and social media platforms
- Demonstrated ability to work with multiple stakeholders in a professional, diplomatic and tactful manner
- Solid communications skills including exceptional writing and verbal skills; well-honed presentation skills; strong research abilities
- Excellent attention to detail and ability to see the big picture
- Experience developing and implementing communications and event plans
- Strong insights into emerging developments in social media, user-generated content and relationship marketing
- Solid understanding of social media metrics, social listening tools, digital analytics and ability to generate, analyze and interpret data
- Creative problem-solver and strategic thinker with a strong work ethic; highly organized, flexible; able to prioritize multiple projects effectively and work independently in a fast-paced environment with tight deadlines; team player who works well in a multi-functional team
- University or college degree in Communications, Public Relations or equivalent in a related field
- Ability to communicate in French an asset
- Marketing and brand management experience would be an asset
- Proficiency with and Adobe Creative Suite preferred
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) required
- Full vaccination with Health Canada approved Covid-19 vaccine is mandatory

PortsToronto offers a competitive salary and benefit package commensurable with experience and effort. We offer a hybrid workplace, minimum three (3) days per week in office and two (2) remote.

**Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: [careers@portstoronto.com](mailto:careers@portstoronto.com)**

In the Subject Line, please quote: **COMMUNICATIONS COORDINATOR**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.  
PortsToronto is an equal opportunity employer.

*To learn more about PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront, please go to [www.portstoronto.com](http://www.portstoronto.com)*