



Volunteer Role: Internal Communications Specialist

The Role

The role of Internal Communications Specialist under the Manager of Communications and Engagement is integral to the successful implementation of the *Canadian Journal of Emergency Management* (CJEM) communications strategies and initiatives. Working in tandem with the Manager and alongside another Communications Specialist, this position plays a key role in executing strategic communication plans and ensuring alignment with CJEM's overarching vision.

Duties

- Develop engaging monthly bulletins for volunteers, highlighting key updates and events.
- Track and analyze Mailchimp analytics to provide insights for improving communication strategies.
- Manage CJEM mailbox, responding to inquiries and forwarding messages as needed.
- Contribute to the development of communications plans and roadmaps.
- Provide support to other communication roles, ensuring continuity in communication efforts.

Competencies/Experience

- Experience in communications/marketing and emergency management is preferred.
- A minimum of two years of work or study experience in general academia, public policy, journalism, or disaster and emergency management anywhere in Canada.
- Strong, professional, clear, and concise verbal and written communication skills.
- Strong competency with Microsoft Office products, file sharing portals and social media platforms.
- Experience working virtually and/or across time zones is an asset.

Engagement Type

This is a volunteer role with no compensation or benefits. We employ an internal strategy for volunteer management to add value to the volunteer experience. We ask for a long-term commitment (at least one year) from all applicants.

Equity and Inclusion

Read our values statements on [our website](#).

Application and Process

- Update your LinkedIn profile.
- Submit a one-page PDF copy of your cover letter outlining why you want this role, how you meet the qualifications and a link to your LinkedIn profile.

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- **Closing date: May 31, 2024.** Cover letters and profiles will be screened based on how they match competencies of the role.
- All applicants will be contacted by mid- June.
- We will conduct up to two virtual interviews for the role. Check your spam folder regularly for correspondence.

To submit your application or for more information on the position, please email:
staff@cdnjem.ca.