

Bilingual Communications and Social Media Specialist

Position Title: Bilingual Communications and Social Media Specialist

Reports to: Communications Manager

Office Location: Remote in Canada – Eastern Standard Time work hours generally

Type: Full-time

Rate: \$25-29 per hour

Join Our Team as a Bilingual Communication and Marketing Specialist!

Autism Alliance of Canada is seeking a skilled and motivated professional to fill the role of Bilingual Communication and Marketing Specialist at our growing organization. As a key team member, you will play a pivotal part in facilitating both external and internal communications across all departments.

Key Responsibilities

Content Creation and Management

- Produce high-quality, engaging and accessible social media content and graphic design assets in both English and French for various platforms.
- Lead marketing for the annual Canadian Autism Leadership Summit.
- Assist with curating Autism Alliance of Canada's bi-monthly members' newsletter.
- Keep communication guidelines and templates up-to-date.
- Maintain web pages for Autism Alliance of Canada and Ready, Willing & Able while ensuring brand consistency.

Collaboration and Coordination

- Assist in developing comprehensive communications and social media plans aligned with the organization's strategic plan.
- Execute communication strategies in line with organizational quarterly objectives.
- Lead coordination of promotional activities and campaigns with relevant departments.
- Coordinate the development, layout, and design of publications, including reports, articles, and press releases.

Analytics and Reporting

- Monitor and analyze the performance of communication and social media efforts.
- Track analytics and optimize social media campaigns for maximum impact.
- Report on Key Performance Indicators and identify opportunities to strengthen online presence.

Qualifications

- Bilingual proficiency in English and French with excellent verbal and written communication skills in both official languages.
- Bachelor's degree in Marketing, Communications, or related field.
- Three (3) to five (5) years of relevant experience.
- Experience with the disability sector is an asset.
- Advanced proficiency with: Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite (Drive, Gmail, Meetings), Mailchimp, Eventbrite, WordPress, Zoom, CANVA, Adobe Illustrator, Hootsuite, and Slack.

Skills

- Ability to perform well under pressure and meet time-sensitive deadlines.
- Quick and professional response to any situation.
- Ability to work well in a team and independently.
- Experience supporting an executive team and working with a Board of Directors.
- Creative thinker with the ability to generate innovative ideas.
- Strong knowledge of content marketing, digital and social media marketing.
- Must be eligible to work in Canada.

Apply Now

To be considered for this opportunity, please submit the following items in English & French to info@autismalliance.ca:

- A cover letter showcasing your suitability for the role.
- Your up-to-date resume, highlighting your relevant experience and skills.
- A writing sample (e.g., a project, an article, a blog post, etc.).

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Autism Alliance of Canada is an equal opportunity employer committed to maximizing the diversity of our organization. We strive towards building an Autistic-inclusive space. We actively encourage applications from individuals on the autism spectrum and from all equity-seeking groups. Priority will be given to Autistic or neurodivergent applicants.

We invite you to become a member of Autism Alliance of Canada. As a member, you will become aligned with a coalition of organizations, groups and individuals that has come together to provide a strong collective voice toward a national shared leadership movement. To join, click [here](#).

About Autism Alliance of Canada

Autism Alliance of Canada is a pan-Canadian network with a broad and diverse membership of Autistic people and their families and support persons, as well as clinicians, researchers, policy influencers, service providers and organizations from across Canada.

We work together as a shared leadership movement to champion a National Autism Strategy that ensures Autistic people have equal rights and opportunities for full participation and acceptance in Canadian society. We harness the power of collective impact as an inclusive organization whose members, board of directors and staff reflect our commitment to Autistic participation in all aspects of our work.

About Ready, Willing & Able

Ready, Willing, and Able (RWA) is a national employment program jointly supported by Inclusion Canada and Autism Alliance of Canada for persons with an intellectual disability or on the autism spectrum.