INTERNATIONAL CENTRE FOR THE PREVENTION OF CRIME
CENTRE INTERNATIONAL POUR LA PRÉVENTION DE LA CRIMINALITÉ
CENTRO INTERNACIONAL PARA LA PREVENCIÓN DE LA CRIMINALIDAD

THE INTERNATIONAL CENTRE FOR THE PREVENTION OF CRIME (ICPC)
IS CURRENTLY ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

COMMUNICATIONS MANAGER (*MATERNITY LEAVE REPLACEMENT*)

Created in 1994 and based in Montreal, the ICPC is an international forum for national governments, local authorities, public agencies, specialized institutions, and non-government organizations to exchange experience, consider emerging knowledge, and improve policies and programs in crime prevention and community safety.

The ICPC brings together some 50 members, including non-governmental organizations, police, municipalities, and governments worldwide. ICPC staff monitors and analyzes trends, provides direct assistance to members, and contributes to public knowledge and understanding in the field. ICPC collaborates with the UNODC (United Nations Office on Drugs and Crime) and UN-Habitat including the Safer Cities Programme. In Quebec, the ICPC is working on several projects for the Minister of Public Security and several municipalities.

TASKS AND RESPONSIBILITIES

The main task of the Communications Manager is to ensure the planning and implementation of ICPC's communications strategies. Responsibilities include writing briefs, coordinating all stages of production of documents published by the organization, and developing communications plans for activities and events. This person will be responsible for planning, developing, and disseminating the organization's communications in all 3 official languages, to promote its activities to its target audiences. She/he will also work closely with our Communications Coordinator and Director General.

The Communications Manager will be specifically responsible for:

- Coordinating all stages of production and dissemination of documents published by the ICPC, including linguistic revision, translation (when necessary), and graphic editing.
- Overseeing the writing and revision of content on websites managed by the ICPC.
- Supervising the development and implementation of the strategy for the various social networks (Facebook, X, LinkedIn, and YouTube).
- Supervising the production of newsletter content (Mailchimp) and coordinating its online dissemination to ICPC's target audiences.
- Designing and writing various documents to promote the work of the ICPC, as well as revising and updating corporate brochures and other promotional material.
- Translating and editing (French, English) various types of texts (publications, reports, e-mail campaigns, PowerPoint presentations).
- Organizing, and following up on online and offline events (webinars, conferences, information sessions, etc.).

- Attending networking events for the organization's local network.
- Managing media interview requests, in support of the Director General.
- Supporting the management team in writing, translating, and revising documents for Board meetings (4 times per year).
- Supporting the Director General in planning international missions, developing presentations, and meeting with key players.
- Any other related tasks assigned by the Director General.

SKILLS REQUIRED

The candidate must have a university degree and a minimum of 3 years relevant experience in project management in communications or related fields (marketing, journalism, public relations). He/she must be fluent in written and spoken French and English and have strong skills in writing high-quality summary texts; knowledge of Spanish would be an asset. He/she must have good analytical skills, sound judgment, and strong organizational skills. The candidate must demonstrate autonomy, initiative, and diplomacy, and be able to work in a small team with limited resources. In addition, this person will have to meet tight deadlines and be able to plan and organize his/her work accordingly.

Other qualifications:

- Experience in team management (rapid decision-making).
- Experience in developing and implementing communication plans.
- Experience in media relations.
- Experience in public relations is an asset.
- Proficiency in technological communication tools (Mailchimp, Office Suite, Antidote, Adobe Suite, and other graphic design tools).
- Excellent organizational and interpersonal skills.

WORKING CONDITIONS

- Effective date: October 2024.
- One-year full-time contract (35 hours per week) to replace maternity leave.
- Work location: Montreal (hybrid work).
- Salary will be established according to the candidate's qualifications and experience (rate offered which is within the norms for non-profit organizations).

Kindly send your CV and cover letter by **September 20, 2024**, to vreggio@cipc-icpc.org to the attention of Vanessa Reggio, Director of Communications and Public Relations.