



FRENCH COMMUNICATIONS SPECIALIST AND/OR PSYNOPTIS EDITOR

The Canadian Psychological Association (CPA) is the national association for the science, practice and education of psychology in Canada. With approximately 7,000 members and affiliates, the CPA is Canada's largest association for psychology.

We are currently looking to fill 2 positions that could be separate, or combined, depending on the skills and experience of the incumbent – French Communications Specialist and Psynopsis Editor.

FRENCH COMMUNICATIONS SPECIALIST

A key role within the organization, the Communications Specialist will develop, implement, and evaluate the French language communications plan for all the Association's communications efforts. Principal activities will include crafting internal and external communications that convey how the CPA supports and services members and affiliates of the Association, illustrate to the public and stakeholders how psychology contributes to society, and help to attract new members.

This role will be 3 days per week (21 Hours). Remote and/or hybrid work arrangements to be discussed.

Key Responsibilities:

This role will promote the value and contributions of psychology to the to the French speaking public, media, and stakeholders with responsibility to:

- Participate in the planning, execution, and analysis all the association's social media and communication activities.
- Build relationships with French language stakeholders through communication pieces in all platforms (social media, media, web, print).
- Work with marketing to create and execute the annual MarCOMM plan.
- Gather and prepare French content for the monthly newsletter, typically in digital format.
- Draft French content for mass media and public website as well as for CPA's electronic newsletter and other communication media.
- Liaise with French language media and handle requests for interviews, statements etc.
- Promote convention and execute on-site communications.
- Assist with speech writing/editing, particularly those developed for other partner associations, other stakeholders and government.
- Provide input for French ads for the Association.
- Assist executive officers as needed in crafting and disseminating key messages to stakeholders.

Key Qualifications and Skills:

- Undergraduate or other post-secondary training and/or experience in communications.
- Two to five years experience as a communications specialist.
- Experience as a communications specialist in health, science and/or not for profit sector a strong asset.



- Superior French language reading, writing, oral communication skills.
- Ability to write captivating content for various platforms (social media, web, print).
- Strong background in using social media and other communication platforms.
- Strong writing and copy-editing skills.
- Ability to tailor content to different audiences.
- Project management.
- Time management/priority setting.
- Strong interpersonal skills and ability to work on a team.
- Social media analytics.

PSYNOPTIS EDITOR

The CPA is looking for a Managing Editor for its flagship association publication, *Psynopsis*. *Psynopsis* is a news magazine, produced quarterly, both digitally and in print. Its four issues are themed along topics and issues current to professional, public and community interest and its readership includes psychologists, other health providers, government and other stakeholder and decision-makers with an interest in psychological research and practice.

This role will be, on average, 25 hours for each of 4 annual issues (approximately 100 hours per calendar year). Remote and/or hybrid work arrangements to be discussed.

The Consultant Editor for *Psynopsis* will work closely with its Editor in Chief as well as CPA's Communication Specialist to accomplish the following duties:

- Determine themes and identify guest editors for each issue.
- Work with the guest editor(s) in coordinating and receiving submissions.
- Provide copy editing of articles submitted for publication.
- Correspond with the guest editor(s) to confirm approval, layout, and acceptance of the copyrighted articles.
- Correspond with authors when revisions are requested of them and to confirm copy-edits if any.
- Coordinate the graphics necessary for the issue.
- Provide guidance on the printing requirements and correspond with printer as required.
- Correspond with the graphic designer on the layout of the issue.
- Send articles for translation and correspond with translator as required.
- Correspond with CPA's webmaster to ensure proper posting of the online version of the issue.
- Provide detailed instructions for surface mail or digital mailout of the issue to relevant stakeholders.
- Potential to author articles for inclusion in magazine.

Key Qualifications and Skills:

- Undergraduate or other post-secondary training and/or experience in communications

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- Experience as an editor of a publication
- Experience in the health, science and/or not for profit sector a strong asset
- Strong writing and copy-editing skills
- Project management
- Time management/priority setting
- Strong interpersonal skills and ability to work on a team

TIME, REMUNERATION AND EMPLOYMENT STATUS

French Communications Specialist – 3 days (21 hours)

Psynopsis Editor – on average 25 hours for each of 4 annual issues (**100 hours per calendar year**)

French Communications Specialist/Psynopsis Editor 3 days (21 hours weekly) and on average 25 hours for each of 4 annual issues (**100 hours per calendar year**)

Remuneration and employment status (contract, staff or consulting) to be discussed.

When applying, **please indicate which of the 3 positions you are applying for** – French Communications Specialist, Psynopsis Editor or the combined French Communications Specialist/Psynopsis Editor. If filled as a combined position, allocation of hours will be reviewed and, if necessary and possible, re-allocated upwards.

Resumes can be sent to hr@cpa.ca.

Please note: We thank all applicants for their interest in this position. However, we will only contact candidates we have selected for an interview.

CPA is committed to an inclusive environment and respects candidates from all backgrounds regardless of race, gender, ethnicity, religion, age, national origin, disability, sexual orientation, or any other category protected by applicable law.