

Job Posting

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

We are seeking a skilled Government and Media Relations Officer to join our team. This role will be pivotal in managing our organization's interactions with government entities and media outlets, ensuring effective communication and promoting positive relationships. The ideal candidate will have a strong understanding of governmental processes, excellent communication skills, and a strategic approach to media relations. You will represent Human Concern International (HCI) and work with the management team to enhance our company's public image and maintain positive relationships with the media, stakeholders, and the community.

Position Title: Government and Media Relations Officer

Reporting To: Global CEO

Location: Ottawa

Terms: Full Time – 37.5 hours per week

Deadline to Apply: On going until we find a suitable candidate

Key Duties and Responsibilities

- Develop and implement strategies to enhance the organization's reputation and manage its relationship with governmental bodies and agencies.
- Serve as the primary point of contact for government officials, maintaining ongoing relationships and advocating for the organization's interests.
- Monitor legislative and regulatory developments that could impact the organization and provide timely updates and analysis to senior management.
- Prepare briefing materials, presentations, and reports for meetings with government officials and stakeholders.
- Coordinate responses to government inquiries, requests for information, and public records requests.
- Cultivate relationships with journalists, editors, and media outlets to ensure accurate and favorable coverage of the organization's activities.
- Draft press releases, media statements, and other communications materials as needed.

- Organize press conferences, interviews, and media briefings, and serve as a spokesperson for the organization when required.
- Monitor media coverage and social media channels to assess public opinion and identify potential issues that may impact the organization.
- Collaborate with internal departments such as Legal, Public Affairs, and Marketing to align government relations and media strategies with overall organizational goals.
- Proactively pitch story ideas and secure media coverage in print, broadcast, and online media outlets.
- Serve as the company's spokesperson and handle inquiries from the media, ensuring accurate and timely responses.
- Prepare executives and spokespersons for media interviews and public speaking engagements.
- Other tasks as assigned

Qualifications, Skills and Experience

- Bachelor's degree in Communication, Public Relations, Journalism or Media or a related field
- Experience in Public Relations or Media Relations
- Excellent written and verbal communication skills, with the ability to craft compelling messages and materials.
- Strong media relations skills with a demonstrated ability to secure positive media coverage.
- Ability to work effectively under pressure, manage multiple projects simultaneously, and meet deadlines.
- Experience in crisis communications and reputation management is a plus.
- Proficiency in MS Office Suite and familiarity with media monitoring tools.
- Organized and efficient in daily tasks
- Competence to build and effectively manage interpersonal relationships at all levels of the organization
- Methodical, organised and able to work with good attention to detail.
- Team player with the ability to work independently with little direction or supervision
- Strong and clear commitment to HCI's values

Our Offer

- Salary is competitive/commensurate with experience and other qualifications, with annual incentive potential
- Comprehensive benefits package that covers medical, vision, dental and wellness
- Company investment in Registered Retirement Savings Plan

- Sick Days, Paid Holidays, Family Days accrued annually
- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development

Travel, evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading 'Government and Media Relations Officer'.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.