



**Position Title**                      **Communications & Translation Coordinator (Bilingual)**

**Location**                                Toronto

**Reporting To**                         Manager, Corporate Communications

**Position Overview**

The Communications Coordinator will assist the Manager, Corporate Communications in executing the firm's communication strategy.

Additionally, this role will coordinate and oversee all translation requests for the firm while adhering to l'Office québécois de la langue française (OQLF) requirements.

**Duties and Responsibilities**

- Coordinate translation from all internal departments and ensure consistency and quality control
- Manage translation vendor relationships and ensure cost control
- Ensure implementation of the Charter of the French Language
- Assist in development and editing of corporate communications and marketing materials in English and French
- Measure and report on the effectiveness of communications activities
- Assist in writing press releases, articles, and website content
- Assist in social media campaign updates, when needed
- Assist in media relations, when needed

**Education**

- University or college degree in public relations, marketing or communications
- Industry related courses and continuing education is an asset including CSC & CPH

**Qualifications**

- 4 years of experience in a communications role or relative experience, preferably in the Finance industry
- Excellent communication skills, written and oral in both English and French
- Ability to work under pressure while managing multiple projects in a timely manner
- Must be detail-oriented
- Team-player, client-focused, results-oriented
- Digital communications experience an asset, i.e. social media
- Must be proficient in Microsoft Office Suite
- Microsoft SharePoint experience an asset