

## **RECRUITMENT**

- | **Communications Advisor**
- | **Permanent position**
- | **March 20, 2026**

## **ABOUT US**

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### **The Foundation**

The Pierre Elliott Trudeau Foundation is an independent, non-partisan charitable organization created in 2001 as a living memorial to the late former prime minister.

The Foundation's mission is to support the advancement of outstanding, cutting-edge PhD students, researchers and public intellectuals. Our goal is to position the Scholars, Fellows and Mentors to have meaningful impacts in their communities, institutions and beyond.

### **The mandate**

Reporting to the Director of Programs and working in close collaboration with another communications advisor, the incumbent will be responsible for ensuring the quality of all communications and the image of the Foundation and its community members (Scholars, Fellows and Mentors). They will manage various communications projects, from planning to delivery, with constant attention to detail and respect for deadlines and budget parameters. The advisor will also be responsible for ensuring the quality and relevance of content on all the Foundation's communication platforms (website, social media, newsletter, etc.). They will work closely with programming colleagues, while being very involved with members of the community.

## **RESPONSIBILITIES**

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### **Planning and execution of communications projects**

- Develop communication plans for various projects
- Participate in planning an activity calendar for the various communication platforms
- Create content for various communication platforms
- Prepare production briefs, schedules and supplier quotations
- Coordinate all stages of a project with the various internal and external stakeholders
- Ensure appropriate and regular presence of the Foundation on social media
- Participate in the production of various communication materials for events (programs, posters, website)
- Participate in the drafting and revision of the Foundation's annual report



- Rigorously follow up on translation and revision of all content
- Work closely with program officers and event organizers
- Carry out all administrative follow-up related to project management
- Analyze and evaluate results to demonstrate achievement of objectives for various communications initiatives
- Commit to a spirit of inclusiveness and respect in all Foundation projects

### **Internal and external communications**

- Be on the lookout for new content ideas to highlight community achievements and Foundation events
- Create visual and editorial content for internal and external use
- Develop visual tools such as PowerPoint presentations, newsletters, brochures, etc.
- Communicate with community members, partners, sponsors and other stakeholders to gather material for use in Foundation publications
- Collaborate with the program team to support content development, writing and editing
- Write effective news and press releases about Foundation news, events and projects

### **Other responsibilities**

- Respond to various communications-related requests from management, the program team and community members
- Review and edit content prepared by other Foundation team members
- As required, update publications on the website, including community member profiles, articles, program descriptions, etc.
- Participate in annual planning and analysis of various performance indicators
- Contribute to the team's event efforts as required
- Any other communications-related tasks of the Foundation

### **TECHNICAL SKILLS REQUIRED**

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- Mastery of social media tools, trends and best practices (LinkedIn, Facebook, Instagram and YouTube)
- Excellent ability to analyze performance data (web, social media, newsletters) and derive concrete recommendations for optimizing communication strategies
- Proficiency in Microsoft Office suite, particularly Word, PowerPoint, Excel and Forms
- Solid knowledge of Canva
- Strong sense of visual design and content formatting
- Strong writing, proofreading, editing and translation skills and knowledge
- Solid knowledge of MailChimp, segmentation and automation tools



- Solid knowledge of WordPress for editing and content management
- Strong knowledge of Search Engine Optimization (SEO), would be considered an asset

## **DESIRED PROFILE**

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- Bachelor's degree in communications, marketing, administration or related discipline
- 3 to 5 years' relevant experience in communications, planning and project management
- Excellent oral and written skills in French and English
- Excellent organizational skills and proven ability to multi-task, prioritize and meet tight deadlines
- Autonomy and ability to work proactively, independently and collaboratively in a fast-paced environment
- Ability to deal effectively with pressure and handle multiple priority initiatives simultaneously, while meeting deadlines and maintaining the highest quality standards
- Strong team spirit with excellent interpersonal and cooperation skills
- Intellectual curiosity and ability to adapt to change and consider multiple perspectives
- Strategic thinking and ability to see the big picture
- Knowledge of Canadian academia, research, social sciences and humanities, or non-profit organizations would be considered an asset

## **SPECIFIC WORKING CONDITIONS**

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- Based in Montréal
- Occasional travel within Canada may be required
- Regular working hours are 35 hours per week, but overtime may be required occasionally
- One day of remote work is possible at the end of the probationary period

## **ADDITIONAL INFORMATION**

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The Foundation is an equal opportunity employer. Our people are our most valuable asset, and our goal is to create an inclusive and equitable environment where everyone can reach their full potential.

We thank everyone for their interest in a career with the Pierre Elliott Trudeau Foundation. Only those selected for an interview will be contacted.