



Communications Department Officer – Research

JOB SUMMARY

Reporting to the Communications Department Manager the Communications Officers support communication within the Random Acts organization. The Communications Officers work closely with a variety of the departments policies and procedures with a focus on staff and volunteer communication.

RESPONSIBILITIES

- Support the Communications Manager in managing programs and procedures to improve internal communication throughout the organization.
- Work closely with the leadership team to support them by providing them with research to support the projects/activities/reports they require.
- Project management work as required by the Communications Department Officer
- Keep the Communications Manager informed of issues that arise related to research.
- Attend regular staff and departmental meetings
- Deliver regular and Ad Hoc reports regarding requested projects/activities
- Any other projects or duties as requested by the Communications Department Manager.

DESIRED QUALIFICATIONS AND SKILLS

- Excellent written and verbal communication skills
- Outstanding interpersonal skills
- Excellent computer skills in a Microsoft Windows environment
- Ability to communicate with a wide variety of people
- Ability to synthesize information into a succinct report
- Excellent organizational management skills
- Prefer Bachelor's degree in writing, marketing communications, communication or alternative relevant qualification
- 2 - 4 years of experience in doing and writing up research.