



Gerontological Nursing Association Ontario

Director of Communications

The Director of Communications is responsible for coordinating communication activities for the GNAO, with the goal of enhancing communication and expanding the profile of GNAO with our membership, the public and other associations and stakeholders.

Responsibilities would include:

- Collaborating with the Board to develop, implement and evaluate an annual communication plan
- Collaborating with the Board members and Administrative Services staff to execute communication strategies
- Overseeing online, electronic and print communication vehicles, including the GNAO website and other social media tools; e-newsletters; and print promotional materials
- Coordinating website administration and maintenance
- Liaising with other associations relative to communication strategies
- Collaborating with the Board to determine a communications strategy

Required Skills:

- Demonstrated skills, knowledge and experience in the design and execution of marketing, communications and public relations activities
- Strong creative, strategic, analytical, organizational skills
- Experience overseeing the design and production of print materials and publications
- Computer literacy in word processing, WordPress management and page layout
- Commitment to working with shared leadership and in cross-functional teams
- Strong oral and written communication skills
- Ability to manage multiple projects at a time

Required Equipment:

- Computer with access to the internet



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Time Commitment:

- Approximately 5-10 hours per month