



INTERNATIONAL
CENTRE
FOR THE
PREVENTION
OF CRIME

CENTRE
INTERNATIONAL
POUR LA
PRÉVENTION
DE LA CRIMINALITÉ

CENTRO
INTERNACIONAL
PARA LA
PREVENCIÓN
DE LA CRIMINALIDAD

**THE INTERNATIONAL CENTRE FOR THE PREVENTION OF CRIME (ICPC)
IS CURRENTLY ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION**

JOB VACANCY: COMMUNICATIONS MANAGER

Created in 1994 and based in Montreal, the ICPC is an international forum for national governments, local authorities, public agencies, specialised institutions and non-government organisations to exchange experience, consider emerging knowledge and improve policies and programmes in crime prevention and community safety.

The ICPC brings together some 50 members, including non-governmental organisations, police, municipalities and governments from around the world. ICPC staff monitors and analyses trends, provides direct assistance to members, and contributes to public knowledge and understanding in the field. ICPC works in collaboration with the UNODC (United Nations Office on Drugs and Crime) and UN-Habitat including the Safer Cities Programme.

DESCRIPTION OF DUTIES

The Communications Manager will ensure the implementation of the communications strategy of the International Centre for the Prevention of Crime (ICPC). Duties include, in particular, electronic information bulletins, social media, drafting summaries of relevant information, coordination of all the stages of production of the documents published by the Centre, and assisting in the development of a Communications Plan related to the activities and events organized by the Centre.

The Communications Manager will produce all material in both French and English, and needs to have a good knowledge of information communication technologies.

Reporting to the Director General of the Centre, the Communications Manager will also undertake the following tasks:

- 1) Draft general information for the website, general website maintenance;
- 2) Coordinate the production of all news bulletins prepared by ICPC, ensuring their technical upload and electronic distribution to the Centre's targeted audience;
- 3) Design and prepare various documents to promote ICPC's work. Revise and update corporate brochures and other promotional material;
- 4) Ensure the coordination of all stages of production and dissemination of documents published by ICPC, including translation, lay-out, printing, reproduction and mailing;



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- 5) Develop and propose a positioning strategy for ICPC regarding its various target audiences and partners; develop specific initiatives with this in mind and coordinate existing activities (e.g. mini-conferences);
- 6) Design and propose a communications strategy for ICPC with respect to the media: press contacts, design and preparation of press kits, drafting of press releases, articles, etc.;
- 7) Develop and implement the social media strategy (Facebook, Twitter and LinkedIn);
- 8) Ensure the planning, organization and follow-up of various ICPC events;
- 9) Perform other related duties.

NECESSARY QUALIFICATIONS

The candidate must have a university degree and relevant experience in the field of communications. He/she will be fluent in both written and spoken English and French, and have good analytical skills and sound judgment. He/she will have developed a good understanding of the objectives of the organization. Knowledge of Spanish would be an asset. He/she will have a high interest, and motivation to work in the area of ICPC's field of action.

The following qualifications are specifically required:

- 1) Demonstrated ability to draft texts in French and English (strong proficiency required in both languages); some knowledge of Spanish;
- 2) Technical training in all stages of production and distribution of publications;
- 3) Good knowledge of communication technologies;
- 4) Ability to plan and organize events (conferences, seminars, information sessions, etc.);
- 5) Experience in media relations and the development implementation of communications plans;
- 6) Excellent organizational, interpersonal and communication skills.



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OTHER REQUIRED SKILLS

The candidate will be able to work independently, and be able to contribute their creativity to a small team with limited resources. He/she will be able to work quickly and efficiently under deadline pressure and organize their work accordingly.

WORKING CONDITIONS

The annual salary will depend on qualifications and experience. The job would start immediately. We encourage candidates eligible for an *Emploi Québec* wage subsidy to apply.

Interested applicants should send their CV, with accompanying cover letter **before August 23 2019**, to the attention of:

Kassa Bourne, Director, Administration
465 St-Jean Street, Suite 803
Montréal (QC), H2Y 2R4
Email: kbourne@cipc-icpc.org