

## Public Relations Officer (JOB: S2013b)



Open ND (TM) combines multi-disciplinary knowledge in engineering, physics, chemistry and biology. Our specialty is better defining the surface science of nanostructured materials. In doing so, we provide solutions for academic, industrial and governmental services. The solutions venture a wide range of solar energy harvesting, cell culture and micro-fluidics applications. You are invited to explore and challenge our capabilities.

We are seeking a Public Relations Officer for a term of up to three (3) months with an option for extension. Your duties include advising company communication strategies. Attending promotional and networking events may also be necessary.

### Description

Develop, implement and evaluate communications strategies and programs designed to inform clients, employees and the general public of company initiatives

Prepare or oversee the preparation of reports, presentations, web sites and social media releases

Co-ordinate special publicity events and promotions for internal and external audiences

Assist in the preparation of brochures, reports, newsletters and other material

### Qualifications

Minimum of one course taken from a College or University in public relations, communications or journalism, must be in good standing

Strong desire to learn and assess new technological findings

A demonstrated ability to handle tough social pressure moments

Friendly, dedicated and attentive to detail

Strong oral and written communication skills

### Employment Terms

part-time or contract depending on the project and candidate qualifications

#### ---CONTACT INFO---

87 Gerrard Street East, EPH 339,  
Toronto, ON M5B 1G9, CAN  
+1 (647) 330-0693 || [ask@open-nd.ca](mailto:ask@open-nd.ca)