



4. **Develop operational synergies with members and external partners/collaborators:**
- a) Plan, deliver and evaluate the success of CMC's annual national congress and other events as required.
  - b) Put into collaborative action current and future relationships to advance CMC's mission in a collaborative manner through joint communications activities and events.
  - c) Engage members and external partners/collaborators in the vetting, production and release of key information related to the sector, as well as in the development and production of sector-related events, to enhance the brand of CMC and its members, external partners/collaborators.
  - d) Perform other duties as assigned by the Executive Director.

**SUPERVISION:**

One direct report.

Oversees work and assign tasks to contractors, as required.

**QUALIFICATIONS:**

- Excellent communications skills.
- A bachelor's degree or equivalent.
- A minimum of five years' relevant experience in areas such as the not-for-profit sector, association management, and/or internal organizational service delivery.
- Experience in fields including external relations, promotional campaign design, budgeting, and human resources management.
- Experience in planning, delivering, and measuring the success of large-scale events.
- Understanding of federal/provincial government jurisdictions.
- Strong interpersonal skills, including the ability to build long-term professional relationships with a national community of stakeholders.
- Fluently bilingual (English and French) – both spoken and written.
- Working knowledge of the co-operative economy and/or the not-for-profit sector is an asset.

**WORKING CONDITIONS:**

Limited domestic travel is required.