



Manager of Communications & Resource Development

Autism Ontario is a charitable organization with a 48-year history of representing the thousands of families and people with autism spectrum disorder across Ontario. Made up of knowledgeable parents, professionals, and autistic self-advocates who can speak to the key issues that impact those with autism, and their families, Autism Ontario is the province's leading source of information and referral on autism and one of the largest collective voices representing the autism community. Members are connected through a volunteer network of 25 Chapters within regions throughout the Province of Ontario. Our mission is to create a supportive and inclusive Ontario for autism and we value collaboration, respect, accountability and being evidence informed.

JOB DESCRIPTION

Title:	Manager of Communications & Resource Development
Location:	Autism Ontario Provincial Office (1179 King Street West, Toronto)
Hours of work:	37.5 hours (1.0 FTE)
Annual Salary:	\$80,000 – 90,000

KEY DUTIES & RESPONSIBILITIES

Reporting to the Director of Education and Family Experience, the Manager of Communications and Resource Development will be responsible for managing the effective communications, advocacy initiatives, knowledge development, education and translation across the organization and within the framework of Autism Ontario's vision, mission, ends, strategic plan and values in Ontario.

JOB DESCRIPTION

The ideal candidate for this role is knowledgeable about autism, and is a collaborator, a skilled communicator and educator and is open-minded and committed to excellence in all aspects of this role. You possess or are:

- Attuned to the needs of the autism community in Ontario and are able to identify opportunities that are solution focused.
- Working knowledge of the history of autism services in Ontario and the Ontario Autism Program.
- Experience in policy development preferred.
- Superior written, spoken and presentation skills.
- Strong interpersonal skills with an inclusive communication style, gaining respect and credibility from a variety of stakeholders and colleagues.

- Well-developed experience and capacity to speak knowledgeably and persuasively with media or provincial leaders at a moment's notice about a range of autism-related topics in Ontario.
- Self-directed, proactive oversight of multiple projects.
- Understand fluid priorities and respond well under pressure and to frequent work interruptions while meeting deadlines.
- Relationship focused: You listen to understand; people reach out to you as a trustworthy representative of their stories and messages. You enable others to tell their stories safely and effectively in a variety of contexts/mediums.
- Committed to evidence informed practices and views at every level of the organization and able to articulate these views with excellence.

Staff and Volunteer Leadership

- Manage and provide leadership to the communications team.
- Support volunteer leadership's communication skills in collaboration with the Chapter & Volunteer Supervisor.
- Maintain and strengthen relationships with internal stakeholders: senior leadership team and program directors.

Communications Management

- In collaboration with the Executive Director, Senior Management Team and Communications team, implement Autism Ontario's education and communications strategy and initiatives, both internal and external.
- Work with a variety of internal and external stakeholders to maximize Autism Ontario's engagement regionally, provincially and nationally.
- Supervise the work of staff members engaged in communications within a collaborative management framework across the organization.
- Work with the senior team in relationship to the communication needs of the organization.
- Support the development of communications related to funding priorities in association with colleagues and volunteers across the organization.
- Contribute to the production of published materials including Annual Report, Autism Matters Magazine, internal and external newsletters, educational materials about autism and related supports, and fundraising and program brochures.
- Oversee and support staff that manage the capacity, accessibility and relevance of our website according to the changing organizational needs.
- Oversee staff managing digital communication channels, including the Autism Ontario website, e-communications, and social media platforms.
- Write critical resources such as position statements, papers, media releases.
- Maintain and manage Autism Ontario's branding standards and messaging platform.

Resource Development & Education

- Oversee and guide processes to develop print and video resources on organizational stories, knowledge translation of survey results and autism information that is evidence-based and supports the autism community in accessing or utilizing resources for children and adults on the spectrum and their families.
- Develop and promote compelling case materials, organizational statements on topical issues and prompt media responses.
- Implement knowledge translation of research or other professionally written content so that it is accessible to a number of different audiences, including parents, professionals, general public, volunteers, and autistic adults.
- Assess, evaluate, and implement changes as needed to align communications with fund-development activities and practices.
- Support and contribute to the training of staff and public about key issues related to autism.

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's degree in communications, education, human services, human rights or relevant combination of education and experience.
- 5-7 years of progressive professional experience in the autism field.
- Experience in creating and implementing internal and external communications strategies and plans, education and an ability to create a variety of communications materials (internally or through outsourcing).
- Experienced in working directly with people on the autism spectrum and their families.
- Understanding of and ability to articulate the needs of the autism community in Ontario and Canadian context.
- Excellent written and verbal communication skills; polished presentation skills.
- Demonstrated critical thinking skills in taking divergent information and ideas and forming cohesive and persuasive messaging for multiple traditional and digital communication channels.
- Understanding and use of content management systems as well as customer relationship management tools.
- Demonstrated ability to build strong relationships with senior leadership, staff, volunteers, committees, board members, donors, and development team members.
- Experience leading and coaching key organizational communicators, challenging and motivating them to high performance standards.
- Strong organizational skills with the ability to lead multiple projects.
- Demonstrated ability to incorporate the highest standards of professionalism, confidentiality, integrity, and sensitivity into all of one's work.
- Commitment to the mission and vision of Autism Ontario.



- Proficiency in French language/additional language skills highly desired.
- Must be able to work flexible week-day hours, some evenings and weekends may be required with notice.
- Ability to travel to Autism Ontario Regions across the province on occasion.
- A valid driver's license and access to a vehicle is required.

Interested candidates should submit a resume and cover letter to hr@autismontario.com and quote: **"Manager of Communications and Resource Development"** in the subject line. We thank everyone for their interest in this position, however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity seeking groups to apply. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.