

Communications and Marketing Professional

Canadian Council for Aviation & Aerospace (CCAA)

The Canadian Council for Aviation & Aerospace (CCAA) is seeking a full-time Communications and Marketing Professional to help craft and share our brand, amplify our impact, and represent CCAA with professionalism, integrity, and respect across Canada's aviation and aerospace ecosystem.

Key Responsibilities

- Manage CCAA messaging across digital, print, and social media platforms, including real-time social media content from industry events
- Represent CCAA at conferences and industry events, including participating as a speaker or panelist when appropriate
- Support crisis communications and reputation management initiatives
- Build and maintain relationships with journalists, media outlets, and partners
- Monitor media coverage and industry trends
- Write, edit, and review press releases, media pitches, speeches, talking points, blogs, and reports; draft and distribute newsletters
- Keep website current and interesting
- Develop, execute, and maintain communications plans for long-term projects
- Disseminate workforce and labour market data to industry stakeholders across Canada
- Produce inclusive and accessible promotional materials highlighting CCAA programs, products, and services
- Assist with writing RFPs and funding proposals
- Build and maintain a strong professional contact database
- Keep the CCAA corporate website current and contribute regular content

Skills and Qualifications

- Approximately 3+ years of experience in communications, marketing, public relations, or a related field (or an equivalent combination of education and experience)
- Strong interpersonal skills and confidence communicating with diverse audiences
- Excellent written and verbal communication skills in English and French
- Experience crafting compelling stories for a variety of audiences and platforms
- Familiarity with the aviation and aerospace sector

- Knowledge of Canadian government departments, protocols, and terminology is an asset
- Highly organized, proactive, and comfortable managing multiple projects simultaneously; strong attention to detail and commitment to quality
- Proficiency with social media platforms, Microsoft Office, Canva, Adobe documentation tools, websites, and graphic or content management software
- Ability to conduct independent research and synthesize information into clear, accessible reports
- Willingness to travel occasionally within Canada

Our Commitment to Inclusion

CCAA is committed to a diverse and inclusive workplace, and we encourage applications from candidates of all backgrounds, identities, and lived experiences. If you're excited about this role but don't meet every requirement, we still encourage you to apply.

We are happy to provide accommodations at any stage of the recruitment process. Please let us know how we can support you.

Practical

Current driver's license and Canadian passport an asset.

Hybrid position based in Ottawa, travel as necessary.

RRSP matching and group benefits plans.

Contact

Please send your resume and cover letter with salary expectations to info@avaerocouncil.ca

Only qualified candidates will be contacted.