

Communications Coordinator - (13006)

TO APPLY VISIT: [www.iamgold.com/cotegoldcareers](http://www.iamgold.com/cotegoldcareers)

### **Role Details**

Develop and edit internal communication content aligned with the internal communications strategy:

- Coordinate content and finalize formatting of internal presentations and supporting speaking notes (for example – annual budget presentation, quarterly General Manager update presentation).
- Support operations team for internal communications including emails, memos and reports.
- Technical editing of reports as requested.
- Liaise with communications personnel within the Côte Project team, corporate office and other IAMGOLD sites.
- Coordinate and develop content for internal communications within IAMGOLD.
- Assist in developing and implementing internal communications plans, strategies and campaigns.
- Follow and assist implementation of document management system for archiving communications.
- Follow Côte Gold brand in all communications, and assist with implementation of other brand elements as needed.
- Manage the procurement and distribution of Côte branded items.
- Support external communications as requested (for example, content for community newsletter and social media content).
- Lead quarterly development of the project/operations newsletter.

Develop and edit effective external communications in alignment with the communications strategy:

- Coordinate content and finalize documentation for crisis management strategies, media releases, press kits and web / digital content.
- Represent the mine within various organizations and at events.
- Support the site in emergency communications and public relations.
- Manage partnership and sponsorship agreements with external community stakeholders.

Coordinate large group events at the office and site for the operations team and provide administrative support:

- Schedule and coordinate team meetings and site events.
- Budget, coordinate and manage internal stakeholder events inclusive of the following items.
- Travel and accommodations, booking event venues, catering, information handouts, personal protective equipment, logistics of host locations.
- Develop agenda and communicate to team and stakeholders for events.
- Support Administrative Assistant with travel and event coordination as required.

## Qualifications

- Post-secondary education in communications or the equivalent (public relations, marketing, etc.).
- Will also consider candidates with formal education in business administration with working exposure to communications.
- 2-4 years of experience in a similar position. Looking for a candidate to grow their communications and marketing capabilities with a new and emerging mining operation in the region.
- Have an excellent knowledge of computer science
- Master software from the Microsoft Office suite (Word, Excel, PowerPoint).
- Knowledge of design software is an asset (Photoshop, Illustrator, Indesign and Visio).
- Fluency in French and English language, spoken and written.
- Impeccable writing ability.
- Leadership Requirements
- Be able to handle sensitive and confidential information.
- Have excellent organizational skills and be able to effectively manage schedules and unforeseen events.
- Have strong communication and interpersonal skills
- Flexible, creative, self-starter and able to adapt quickly to a changing environment.
- Demonstrated ability to work well as a team.

*Côte Gold was developed in partnership with the Mattagami and Flying Post First Nations. The open-pit mine is a joint venture between IAMGOLD and Sumitomo Metal Mining Co. and is operated by IAMGOLD. We are located near Gogama, Ontario, with access to stable infrastructure and strong connections with our local communities.*

*IAMGOLD is committed to treating all people in a way that respects their dignity and independence. Should you require any accommodation during the recruitment process or otherwise, please notify us of this when you apply and we will work with you to meet your accessibility needs.*

*Primary Location: Canada*

*Work Locations: IAMGOLD Corp, Côte Gold Division 3 Mesomikenda Lake Rd PO Box 100*

*Gogama POM 1W0*

*Job: Operations*

*Organization: Cote Gold*

*Posting Date: September 29, 2021*