College of Dietitians of Ontario
Ordre des diététistes de l'Ontario

Job Posting: Communications Analyst
Full-time, Permanent

Company Profile
The College of Dietitians of Ontario (CDO) is the provincial regulatory body responsible for ensuring safe, competent, ethical practice by over 4,500 dietitians in Ontario. Our vision is of a healthier Ontario through excellence in dietetic regulation.

CDO operates on a remote-first/hybrid model, with required in-person office days for collaboration in our downtown Toronto office.

Position Summary
Reporting to the Director of Communications, the Communications Analyst plays a key role in supporting CDO's communications, engagement, and member services. This position is responsible for delivering high-quality communications, managing the College's social media and website content, developing print and digital content, and coordinating broadcast communications.

This role requires a combination of excellent written and oral communication skills, strategic thinking, and project management expertise. The successful candidate will bring a strong sense of initiative and can successfully manage core responsibilities while developing the leadership capabilities to lead strategic objectives. The position contributes to the CDO's mandate by enhancing communication with registrants and other system partners while supporting the strategic priorities of the Communications department. French language skills are a strong asset in this role.

Key Responsibilities
- Manage and update CDO website content, navigation, and brand standards as the primary WordPress platform editor.
- Execute the CDO's social media plan by maintaining the social media calendar, developing posts and hashtags, and tracking engagement and campaign results.
- Develop, edit, and distribute digital communications including the monthly College Update and all program e-blasts, and serve as the primary contact for CDO's email platform.
- Work collaboratively with other departments to design and execute projects that support the College's strategic workplans.
- Coordinate French translation requests and provide translation support as needed.
- Manage all job postings for the College, ensuring they are accurate, timely, accessible, and engaging.
- Collaborate with the Communications Director to identify communication opportunities and develop strategic messaging.

- Ensure communications align with CDO's EDI-B values.
- Recommend and implement new technologies to enhance communication strategies.
- Perform other duties assigned to support the College's communications and engagement objectives.

Qualifications

- Post-secondary degree or diploma in Communications, Journalism, liberal arts or equivalent.

Experience

- Minimum of 5 years' experience in communications, journalism, or related field.
- Experience in a small, service-oriented organization.
- Experience in a regulated member-driven organization is an asset.

Knowledge, Skills & Competencies

- Expertise in written and oral communications in English.
- French language proficiency a very strong asset.
- Excellent editorial, proofreading, and listening skills, and the ability to adapt materials into relational, plain language content.
- Self-starter, with strong sense of initiative.
- Customer-service orientation with effective relationship management skills.
- Ability to manage multiple projects, prioritize tasks, and adapt to changing priorities.
- Skilled in researching, synthesizing, and presenting information clearly to diverse audiences.
- Experience with digital tools including social media platforms, email marketing, webinar software, and content management systems.
- Knowledge of communication, presentation, and project management software.
- Ability to work independently, exercise discretion, and maintain confidentiality.
- Strategic thinking and problem-solving skills with attention to detail.
- Strong interpersonal skills with the ability to influence and collaborate across teams.

Attributes

- Cultural sensitivity and inclusivity.
- Professionalism in interactions with colleagues, registrants, and system partners.
- Growth-mindset and openness to continuous learning.
- Sound judgment and decision-making skills.
- Team-oriented with strong collaboration skills.
- Positive attitude and commitment to the College's mission.

Compensation

- Salary range: $70,000 – 80,000, commensurate with experience, plus full benefits

How to Apply
Qualified applicants are asked to send a cover letter and résumé to hr@collegeofdietitians.org by end of day Sunday, March 8, 2026.

Please include **Communications Analyst** in the subject line.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous, and people of colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA).

If contacted for an interview, please inform our recruitment associate if you require accommodation. Requests for accommodation will be addressed in confidence. We ask that resumés include contact information but do not include personal data including, but not limited to age, health, marital and family status.

While we thank all candidates for their interest, only those short-listed will be contacted.