Ponts
JACQUES CARTIER +
CHAMPLAIN
Bridges
Canada

1225, RUE ST-CHARLES O / SAINT-CHARLES ST W
BUREAU 500 / SUITE 500
LONGUEUIL QC J4K 0B9

JacquesCartierChamplain.ca

Advisor, Communications
Communications Department

Non-unionized position, temporary (March 31st, 2028)
Full-time – 37.5 h/ week

The Jacques Cartier and Champlain Bridges Incorporated (JCCBI) is looking to expand its team to oversee the management, repair and maintenance of Québec's road-traffic and active-mobility infrastructure.

Our community

JCCBI is a cohesive team with a united voice that connects through cooperation and a culture of mutual support and innovation to achieve its goals. Choosing a career at JCCBI means joining a network of experts who innovate and uphold the sustainability of Québec's iconic infrastructure. The goal of JCCBI's team is also to create connections that join one side of the Island to the other, promote human and economic activity in Québec, and help JCCBI experts converge their talents.

The benefits of working at JCCBI

JCCBI is a Crown corporation that provides excellent benefits, a work-life balance, and professional development opportunities. JCCBI is committed to workplace equity, diversity and well-being and organizes social and community activities for its community. Here are just a few of these benefits:

- Flexible hours.
- Hybrid schedules: 3 days a week in the office and 2 days of remote work.
- Federal public service defined-benefit pension plan.
- 15 vacation days (after one year of service), 15 sick leave days, and 5 paid personal days.
- Comprehensive group insurance program.
- Reimbursement of sports activity fees.
- Continuing education program.
- Referral program.
- Partial reimbursement of monthly public transit pass or free parking.
- For electric vehicles, charging stations are available at preferential rates.
- Longueuil's offices near the Longueuil–Université-de-Sherbrooke metro station.
- Even more to discover!

Your mission

JCCBI is looking for an Advisor to help fulfill the mission of the Communications Department which is stated as follows: Our department proactively and effectively manages internal and external communications through a variety of channels to help raise JCCBI's profile, engage its employees, and maintain fluid mobility in its network.

Main duties

Reporting to the Manager, Communications, you will play an employee advisory role involving the Corporation's external and internal communications activities and serve as contact while ensuring a high degree of professionalism and confidentiality.

You will also take part in mobility-related operational communications involving the Corporation's various road traffic and active mobility structures, major projects, reputation management, and strategic issues.

External communications

- Actively participate in the Corporation's external communication activities in collaboration with the Director, Manager, and members of the Communications department.
- Monitor projects regarding every structure under your responsibility while overseeing all relevant communications in partnership with the internal teams.
- Develop external communication plans and strategies, deploy measures, and analyze results.
- Communicate information regarding roadwork and closures along every route under your responsibility.
- Manage stakeholder relations and record activities using the corporate tools in collaboration with the project teams.
- Draft and distribute various work-related notices, press releases, and digital platform content.
- Advise, support, assist, and ensure the implementation of external communication strategies.
- Help identify and implement the Corporation's outreach activities.
- Help develop and implement advertising campaigns and social network strategies involving JCCBI projects and assets and analyze the results.
- Follow up on project-related media requests and customer service queries, etc.
- Monitor digital platforms outside normal working hours, as well as evenings and weekends, one week at a time, alternating with team colleagues.

Internal communications

- With the Manager, Communications, and members of the team, actively contribute to the Corporation's internal communications activities.
- Act as a communications advisor for internal customers (managers and committees).
- Develop internal communication plans and strategies, deploy measures, analyze the results, and establish feedback with the client.
- Help plan the content strategy and editorial calendar adapted to the Corporation's various internal communication platforms (intranet, television monitors, etc.).
- Draft and revise various internal communication documents (news, newsletters, presentations).
- Follow up on customer service requests intended for the internal teams.

Other

- Oversee the design and production of print, graphic, digital or video media tools.
- Develop communication procedures.
- Perform analyses to recommend communication strategies and operating methods in response to issues raised.
- Assist the Communications team with crisis management.
- Carry out all other tasks or responsibilities related to the position.

Experience and education

- Bachelor's Degree in communications or equivalent.
- Minimum of five (5) years' experience in communication management and coordination.
- Experience with internal communications and media relations.
- Clear interest in and proficiency with new technologies.
- Ability to work in a changing and growing environment.
- Excellent French writing skills (English writing skills an asset).
- Good verbal communication skills in both official languages.
- Extensive knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint et Outlook).

Key skills

- Team spirit, analysis and synthesis skills, thoroughness, and an ability to adapt to new concepts.
- Ability to cope with pressure and crisis management.
- Demonstrated skills in work planning and organization.
- Influential leadership skills.
- Demonstrated versatility.

Bridge your career. Take the first step to become an essential part of our community. Send your resume and cover letter to:

Katherine Zenetzis, C.P.C., Recruitment Solutions Manager
Quantum
(450) 463-5318
katherine.z@quantum.ca

Find out more on JCCBI's **Careers** page.

JCCBI is an equal opportunity employer. We encourage applications from First Nations people, women, racialized people, and people with disabilities. Our offices are also accessible for people with disabilities or functional limitations.