

JOB POSTING

TITLE	Communications Specialist
LOCATION	Toronto, ON, Canada
TYPE	12-week contract (35 hours/week), \$20/hour
START-DATE	May 25, 2026
LOCATION	Virtual (potential for some onsite meetings and events)

About the Role

DAIR provides key services for its members and network. A key goal of the organization is to strengthen communications, outreach, visibility and brand awareness, and a key component of this is the development and execution of events for the aerospace and advanced manufacturing industries of the Greater Toronto Area (GTA) and Ontario. DAIR also develops funding proposals, reports, and other written work that supports the growth and collaboration of its members and partners.

The Communications Specialist will work closely with DAIR's Partnership and Operations Manager and Senior Coordinator, Program Funding and Reporting to develop communications materials, and support funding proposals and reports. Content developed will be used for DAIR's website, social media, and proposals and reports to various funding agencies. The Communications Specialist will also play a role in supporting design thinking and other thought leadership activities.

All DAIR content must be delivered professionally and be strategic, inclusive, and grounded in DAIR partner input, and all with the goal of advocating for and promoting the aerospace industry locally, nationally, and globally.

Responsibilities

- Work in close collaboration with DAIR's Partnerships and Operations Manager, and the Senior Coordinator, Program Funding and Reporting to:
 - Engage with DAIR staff to gain detailed understanding of all programs, memberships, partnerships, events and activities
 - Brainstorm, design and implement surveys and interviews for the collection of data required for written materials
 - Create content for the DAIR website, newsletter and social media platforms, including materials for DAIR partners and non-program updates
 - Support the writing of program success stories used for reporting, new funding applications, website updates and program promotion
 - Assist in development of funding applications and reporting to Federal and Provincial governments
 - Support design thinking workshops and similar thought leadership activities from planning to post event reporting
 - Attend and support events (virtual and in-person)

Qualifications & Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Excellent verbal and written communication skills in English. French considered an asset.

- Strong editing and proofreading skills
- Experience using cloud-based project management tools, Microsoft Planner experience an asset.
- Sound analytical and problem-solving skills.
- Self-motivated, with the ability to work well individually, or as part of a team.
- Ability to multitask.
- Open to a dynamic work environment with new challenges.
- Strong relationship building skills.
- Attention to detail.

About DAIR

DAIR is incorporated federally as a not-for-profit organization, a consortium of companies and post-secondary institutions.

Mission

Downsview Aerospace Innovation and Research (DAIR) catalyzes world-class innovation by facilitating collaboration within industry, academia, and government to develop transformative technologies and a future-ready workforce.

We do this by:

- Enabling access to state-of-the-art equipment and infrastructure to accelerate leading-edge research and technology adoption.
- Creating training solutions for business and technology challenges of today and tomorrow.
- Providing a platform for industry, academic and government to foster collaborative innovation.
- Supporting continuous improvement and innovation in the supply chain.
- Harnessing our collective voice to bring awareness to and promote the industry and innovation ecosystem locally, nationally, and globally.

Main Effort

At all times, the principle focus of DAIR is on the effective collaboration within academia, industry and government on innovation and research.

DAIR currently operates out of three partner facilities onsite at the DAIR hub – the Bombardier Centre for Aviation and Aerospace (Centennial College Downsview campus), the Toronto Metropolitan University Centre for Advancing Engineering Research & Innovation in Aerospace (AERIAS) and the Collaborative Landing Gear Lab, with additional buildings in development.

How to Apply

Interested individuals should provide a resume to communications@dairhub.com by May 1, 2026.