



ROYAL DANISH EMBASSY
Ottawa



WE ARE HIRING!

COMMUNICATIONS OFFICER

Do you have an interest, knowledge, and passion for communication and outreach, foreign relations, and Canadian politics?

Then you could be our new Communications Officer at the Danish Embassy in Ottawa.

You will be responsible for the Embassy's communications and outreach efforts in Canada.

The position will have a particular focus on organizing and executing campaigns and strategic communication initiatives centered on the Embassy's social media platforms. You will also contribute to expanding the Embassy's collaboration with Canadian media.

Further, you will be involved in promoting Danish culture and organizing public events, including speech writing, in close cooperation with the Embassy's Cultural Officer. In your role, you will also be involved in the planning and execution of ministerial visits, parliamentary visits, and other high-level engagements.

In addition, you will cooperate with and support the communication efforts at our Consulate General in Toronto and take lead in the overall communication efforts of "Denmark in Canada".

Main Tasks and Responsibilities:

- Strengthen the Embassy's outreach and communication efforts
- Organize campaigns and strategic communication initiatives

- Increase knowledge of Denmark through social media platforms
- Promote Danish culture, values and principles
- Assist with the planning and execution of public events and delegation visits to Canada
- Develop and maintain strong network in the Canadian media landscape
- Organize and support relevant events, prepare speaking points and speech writing for the Ambassador
- Other tasks may be required as needed by the Embassy

Required Qualifications:

- Relevant education in communications, journalism etc.
- Minimum a few years of experience with communication, branding and/or event project management
- Professional experience with social media platforms
- Strong interest in the promotion of Denmark and Danish values and principles
- Good political understanding and knowledge of foreign policy issues
- Excellent English language skills – both oral and written. Fluency in Danish or one of the other Scandinavian languages will be considered an asset. Knowledge of French also considered an asset, but not a requirement.
- Good interpersonal and collaboration skills, and willingness to cooperate across teams at the embassy
- Flexible, adaptable and able to work under tight deadlines
- Ability to foster and maintain networks within your field
- Humor and a positive attitude

Please note: You must have a valid resident and work permit in Canada. The Embassy is not able to sponsor a visa application for you.

Type of Employment

Local contract with a 3-month probationary period. 37 hours per week including lunch. Salary in accordance with qualifications based on an individual agreement. Remote or hybrid work arrangements are not available for this position.

Expected commencement date

As soon as possible. The employment requires security clearance from the Danish authorities.

Application deadline

February 8, 2026

Benefits

The position comes with a benefits package, including 5 weeks of paid vacation per year, additional health insurance and additional retirement savings plan.

Questions and the application process

To apply for the position, please send your application referring to "Communications Officer" in **one** PDF-file including cover letter, CV, proof of relevant education, recommendations and references in English or Danish to ottamb@um.dk

Only selected candidates will be contacted for follow up.

Equality

The Ministry of Foreign Affairs of Denmark wants to promote equality and diversity. Therefore, all qualified and interested parties, regardless of age, gender, religion and ethnicity, are encouraged to apply for the position.

Contact

For further information about the position, please contact us via email at ottamb@um.dk.

What we offer

The embassy is part of the Ministry of Foreign Affairs of Denmark. Our mission is to work for Denmark's interests and values in relation to the surrounding world in a manner that furthers the freedom, security and welfare of Danes in a more peaceful and just world, with development and economic growth for all.

The vision of the Ministry of Foreign Affairs necessitates us to be widely respected as a competent, efficient, outgoing and service-oriented organization, and that we must be an attractive and creative workplace that ensures great employee satisfaction and targeted competence development. Our common values are that we as individuals and as an organization work on the basis of musicality, openness, professionalism, vigor and job satisfaction. Read more at [Ministry of Foreign Affairs of Denmark](#) and [Denmark in Canada](#).