

## Job Description

### **Communications Coordinator**

#### (Full-Time)

This is a full time (35 hours per week) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$32.96 per hour with additional benefits as defined in the Collective Agreement.

**The Simon Fraser Student Society is an equal opportunity Employer.**

**Working Relationship(s)/Role in Organization:** The Communications Coordinator works closely with other Society Staff, and the Executive/Council. The Communications Coordinator reports to the SFSS President and SFSS Operations Organizer.

**Goal:** To plan, design and implement high quality communications materials in an expedient and consistent manner.

#### **Position Summary**

The Communications Coordinator is responsible for coordinating the communications work of the Society, including materials design and production, media liaison, public relations strategies, planning, projects and website maintenance. Also, the Communications Coordinator assists in the administration of the Society's its systems, records, and activities, and provides advice and support to the elected officials of the Society.

#### **Duties and Responsibilities:**

##### ***Communications:***

- Coordinate and undertake the production of all of the Society's communications material in a high quality and consistent manner, including media releases, newsletters, posters, leaflets and brochures, print media advertisements, promotional materials, business cards, letterhead, and other materials as required.
- In conjunction with elected officials, Society committees and staff, initiate, coordinate and execute communications and organizational support for programs, services, activities and special projects to promote the goals and interests of the Society, and issues of importance to the membership.
- Maintain and coordinate the Society's websites, including producing, revising, and organizing content and other online resources.
- Directly assist elected officials with media contact and knowledge of media and communications activities and trends.
- Maintain extensive and up-to-date media contacts and knowledge of media and communications activities and trends.
- Assist, support, counsel and advise the Executive Officers, Councillors and committees of the Society.

**General:**

- Work to ensure the Society's goals, interests and direction are maintained and advanced, and maintain the confidentiality of the Society's records, activities and affairs.
- Work with the Executive Officers, members of the Council, staff and volunteers to develop programs, activities and events that address issues of concern to the membership.
- Administer, with other area staff, the Society's Administration Office and Student Centre/General Office, including email lists, database, and equipment.
- Prepare, with other area staff, the annual budget submission for the Admin Office and Student Centre/General Office for consideration by the Finance and Administrative Services Committee.
- Act as a primary resource person for Society committees, including distributing agendas, materials, taking minutes, and producing reports.
- Maintain an up-to-date knowledge and understanding of the Society, its structures, priorities, policies, agreements, contracts, events and activities.
- Manage/oversee all digital platforms

**Required Skills and Experience:**

- Excellent communications skills, including written, verbal, critical and strategic.
- Excellent skills and experience in broad communications media, including visual, electronic, graphic design and websites.
- Excellent computing skills (including Adobe InDesign, Photoshop, Illustrator, word processing, spreadsheets, database software, html and css, and local network administration)
- Ability to work in a demanding, self-supervisory, multitask environment, within clear timelines.
- Strong interpersonal skills.
- Ability to produce meeting reports and related documents
- Skills and experience with media communications, including media strategies, media liaison and communications messaging.
- Familiarity with post-secondary students and nonprofit organizations.
- Supervisory experience.

To apply, submit your application in Collage.

Please send your documents as PDF files. Applications must be received no later than 9:00 a.m. (PST) on May 31, 2021. Applicants must be available to work during regular office hours. We thank all applicants for your interest, however, only shortlisted candidates will be contacted.