



Simon Fraser University Administrative & Professional Staff Association

## JOB POSTING

*PLEASE NOTE: THIS IS NOT AN SFU POSITION*

COMMUNICATION AND ENGAGEMENT COORDINATOR

CONTINUING FULL TIME

PAY RANGE: \$ 60,172 - \$71,857 (APSA PAY GRADE 8)

Working under the direction of the Executive Director, the APSA Communication and Engagement Coordinator provides content writing/management and Knowledge Base system administration services; updates APSA website with content, manages site feedback, facilitates collaboration communities; facilitates communication with members, including creation of newsletters, event announcements and e-mail campaigns, conducting member surveys, collecting member feedback and responding or referring to appropriate person, disseminating information regarding benefits or announcements from university administration; works with the site developer and hosting company to maintain the integrity of the website; facilitates communication between APSA committee members, including attendance at committee meetings, taking notes of meetings, posting information on APSA Central and providing communication support. This position is located at the Burnaby Campus of Simon Fraser University.

### QUALIFICATIONS

- Undergraduate degree in communications or journalism and three years related experience in communications, media or public relations, or equivalent education and experience.
- Ability to use word processing, web authoring, content management, office suites, standard production software, internet and e-mail applications (e.g. *MS Word, Dreamweaver, CQ5, Zimbra*) in a MacIntosh environment at an advanced level.
- Experience with programming language (ie HTML).
- Excellent knowledge of the principles and practices of communications, media and public relations.
- Excellent knowledge of web, social media and content management design and management.
- Excellent writing, editing, and layout skills.
- Excellent communication skills (oral, written, and presentation).
- Excellent interpersonal, time management, planning and organizational skills.
- Excellent analytical reasoning, problem-solving and decision-making skills
- Ability to demonstrate creativity in the conception and development of stories, features, reports and newsletters, and to successfully promote these communications to members.
- Ability to exercise mature judgment and initiative and communicate with tact and diplomacy
- Ability to compose documents with excellent grammar, punctuation and spelling
- Ability to identify significant information discussed at meetings and prepare accurate and appropriate meeting notes
- Ability to handle confidential/sensitive material with discretion
- Ability to work independently and meet deadlines
- Ability to work as a member of a team

PLEASE APPLY TO ANNE MASON - [APSA@SFU.CA](mailto:APSA@SFU.CA) BY AUGUST 24, 2018, 4:30 PM