

JOB POSTING INFORMATION

JOB TITLE: COMMUNICATIONS OFFICER

JOB CODE: SA-MCCO-13

DATE POSTED: JULY 15, 2013

POSTING EXPIRES: JULY 22, 2013 AT 12:00PM

JOB TYPE: FULL-TIME (40 HOURS PER WEEK), CONTRACT

TRAVEL REQUIRED: SOME

LEVEL/SALARY RANGE: \$30,000 TO \$35,000 (NON-NEGOTIABLE)

LOCATION OF WORK: STUDENT CENTRE, NORTH OSHAWA CAMPUS

JOB SUMMARY

The Communications Officer will report to the Executive Director and work closely with the Communications + Marketing creative team (Graphic Designer and Marketing Coordinator). The Communications Officer is responsible for internal and external communication strategies and will create and circulate a weekly report to keep employees informed. Being aware of campus trends, the Communications Officer will monitor the campus environment and produce tracking and clipping reports on a monthly basis.

The Communications Officer will also assist the Student Association Leadership Team with advocacy communications and membership enhancement initiatives. The Coordinator will develop and maintain communication plans that enable communication to flow effectively, responsibly, and in a timely manner.

This is a contract position that will end April 30, 2014. The successful applicant may be required to work evenings and weekends in addition to his/her regular office hours.

SUMMARY OF DUTIES:

- Create and maintain the SA's editorial and style guide.
- Proofread and edit all communication materials.
- Create content for blogs, brochures, handbills, reports, social media sites, website, etc.
- Write speeches and briefing notes as requested.
- Update various websites/social media profiles on a daily basis, serving as the online champion to attract members and create an online community that continues to grow.
- Update campus outlets (ICE, Weekly Report, DC/UOIT calendars) with SA events and services information.
- Disseminate information from focus groups/surveys and circulate to the appropriate stakeholders.
- Coordinate various advertisements with media agencies.
- Produce media advisories, statements, and press releases.
- Establish and maintain key relationships with media outlets; create database of key contacts.
- Provide media relations and social media training to all staff.
- Other duties as assigned by the Executive Director.

SKILLS/QUALIFICATIONS:



**THE STUDENT
ASSOCIATION**
AT DURHAM COLLEGE & UOIT

- Excellent oral and written communication skills, including the ability to listen and probe for further detail.
- Exceptional writing and editing skills a must. Demonstrated ability to ensure a high level of accuracy in all communications (facts, spelling, grammar, etc.).
- Experience in a public relations setting preferred.
- Familiar with Word Press.
- Must be proficient with Apple iMac and its software, as well as, with Microsoft Office.
- Social Media savvy.
- Experience working with content management software; familiar with Word Press.
- Experience working in a student government in a post-secondary environment is preferred.
- Candidates must have a college diploma or university degree in a related field in order to be considered.

APPLICATION INFORMATION

PREFERRED RESPONSE METHOD:

EMAIL – saadmin@dc-uoit.ca WITH THE SUBJECT LINE: COMMUNICATIONS OFFICER

APPLICATION INSTRUCTIONS: PLEASE SUBMIT A COVER LETTER AND RESUME OUTLINING RELEVANT EDUCATION AND EXPERIENCE BY EMAIL ONLY TO THE SPECIFIED EMAIL ADDRESS ABOVE.

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.