



JOB POSTING

Position: Communications Coordinator

Hours: 35 hours per week (1.0 FTE)

Location: Victoria, BC

Application deadline: April 21, 2019 Midnight PST

Desired start date: Flexible; ideally late April or very early May 2019

Duration: 16 weeks, with possibility of further extension on a full or part-time basis

Compensation: \$21/hr

Application restrictions: This position is contingent on approval of Canada Summer Jobs (CSJ) funding. Per the restrictions of this funding program, eligibility for this position is restricted to youth ages 15–30.

We are looking for a **Communications Coordinator** to join our innovative and interdisciplinary team at BC Healthy Communities Society (BCHC).

As part of our team, you will be working in a highly collaborative learning environment to support both organizational and program-specific communications.

Key Responsibilities

- Work closely with our Communications Specialist to assist with planning and execution of specific communications strategies, such as our content strategy and social media strategy;
- In conjunction with our Research & Impact Specialist and our Researcher, record and analyze incoming data from communications channels including media, social media and events;
- Support organizational development and community engagement through writing and graphic design projects.

About You

You are an emerging communications generalist—a solid writer who is familiar with the inverted pyramid and CP Style, and who knows their way around Adobe Creative Suite as well. You embrace deadlines. You aren't afraid to pick up the phone to forge a new relationship, or to find an answer to a question in a timely manner. You are engaged with current events on a local and provincial scale, and you draw the links between events, trends and topics and your own work.

Additionally:

- You are comfortable with complexity and not having all the answers;
- You want to grow and learn through your work;
- You are self-driven and see your work as an opportunity to make a difference in the lives of others; and
- You are resourceful, organized, detail-oriented and genuine.

A solid understanding of critical theory, the social determinants of health, and/or the importance of equity to a healthy society would be an asset.

To do this job you will need:

- A minimum of 3 years/60% completion of an undergraduate degree in Communications, Marketing

or similar field;

- An understanding of social justice and power dynamics in communications;
- Some experience or training in graphic design, InDesign and Illustrator;
- Demonstrated writing experience;
- Experience working in a variety of social media platforms (Twitter, Facebook, Instagram, LinkedIn);
- Experience working with community-based organizations; and
- Ability to work well both independently and as part of a highly collaborative team.

About Us

BC Healthy Communities Society is a province-wide not-for-profit organization that facilitates the ongoing development of healthy, thriving and resilient communities. We provide a range of programs, resources and fee-for-service offerings to support communities, local governments and multi-sectoral groups to collaborate to build healthier communities. For more information see our website www.bchealthycommunities.ca and our PlanH legacy program www.planh.ca.

Our Commitment to You:

BC Healthy Communities offers a progressive workplace culture that encourages leadership and learning. We are an interdisciplinary team and we enjoy our time together, with a light-hearted and compassionate approach to our work. The benefits of working at BCHC include:

- Innovative and supportive peer-learning environment;
- Opportunities for professional development to improve your existing knowledge and passion for healthy communities; and
- A range of other benefits.

At BCHC we value diversity and we foster a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths. We encourage applications from those who may not strictly meet the specific qualifications listed above, but whose unique experience, abilities and perspectives would still make them a strong candidate for the position, particularly those who understand the importance of equity from the perspective of lived experience. We will take into consideration any accommodation measures required to enable candidates to be assessed in a fair and equitable manner.

For inquiries contact Johanna Henderson at johanna@bchealthycommunities.ca.

How to Apply

Please title the subject line of your e-mail: CommsCoord_ *First Name Last Name*.

Submit cover letter/resume **by Sunday, April 21 at Midnight PST** to jodi@bchealthycommunities.ca