Communications Coordinator

Originally founded as a professional association in 1920 and voluntarily recognized as a labour union in 2000, the UBC Faculty Association is the exclusive bargaining agent for more than 3300 Faculty Members, Librarians and Archivists, and Program Directors at the University of British Columbia’s Point Grey and Kelowna Campuses.

As a Communications Coordinator, you will be part of a close, dynamic, and collaborative team dedicated to promoting the interests of Association members. Reporting to the Executive Director, you will be responsible to assist with the development and distribution of Faculty Association communications as well as provide general office and administrative supports.

Your responsibilities will include:

- Serving as a primary contact for all incoming calls and in-person reception and draft responses to routine inquiries from the membership
- Disseminating email communications to the Association’s membership
- Assisting with the design/development of electronic and print material
- Maintaining the Association’s website and being proactive about managing the website, including suggesting new content, and revising old content and making recommendations for future improvements
- Analyzing and interpreting metrics related to web traffic and social media interactions, determine implications, and provide recommendations as appropriate
- Updating and maintaining UBCFA Cloud applications including voting and survey software as well as faculty mailing lists
- Assisting various FA Committees with meeting and event support
- Updating and maintaining the Membership Database; providing monthly membership reports to the Executive Director
- Liaising with University Administration, external vendors, partners and suppliers as well as members on a variety of matters
- Administering office software and hardware (i.e. AV equipment, computers, telephones, photocopier/printer)
- Providing administrative support to all staff as needed
- General office filing, including confidential files
- Managing office supplies, facilities upkeep
- Other duties as required

Education, skills, knowledge and experience required:

- a post-secondary degree or diploma, preferably in a field relevant to communications, plus a minimum of two years’ related experience, or equivalent combination of education and experience
- Familiarity with HTML, CSS and web development tools as well as Content Management Systems including a working knowledge of Wordpress
- Working knowledge of graphics/web software, document/web design and production, and Microsoft Office applications (Word, Excel, Outlook). Familiarity with Adobe Creative Suite would be an asset.
Solid writing/editing and interpersonal communication skills
Facility to exercise good judgment and to work autonomously as well as collaboratively
Ability to manage a varied workload
Commitment to fostering positive working relationships within the Association and broader University community
Experience in a post-secondary and/or labour relations environment, and an understanding of unionized workplaces and collective agreements, is strongly preferred.

This is a permanent, full-time position and is part of BCUWU. Salary will be commensurate with the Collective Agreement.

Please submit your application to:

Robin Jane Roff
Associate Executive Director
UBC Faculty Association
112 – 1924 West Mall, Vancouver, B.C. V6T 1Z2
Email: faculty.association@ubc.ca

Closing date: Friday, March 4 at 4:30 pm.

We are grateful to live and work on the traditional, ancestral, and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Səl̓ílwətaʔ/Selilwitulh (Tsleil-Watuth), and Skwxwú7mesh (Squamish) Nations, and in the Okanagan, the unceded territory of the Syilx Okanagan Nation.

Thank you in advance for your interest. The UBCFA is committed to the values of equity, diversity, inclusion and human rights and invites applications from members of groups with historical and/or current barriers to equity.

Please note that only those candidates considered for an interview will be contacted. For more information regarding the Faculty Association, please visit www.facultyassociation.ubc.ca.