COMMUNICATION

JOB TITLE
Communications Coordinator

COMPANY NAME
BCNET

CONTACT NAME

CONTACT INFO

COMPANY PROFILE
BCNET is a not-for-profit organization that develops high-performance networks for research and higher education within the province of British Columbia. We are seeking a dynamic, entry level, communication specialist to help develop and execute our corporate communications plans. If you have excellent writing, editing and design skills, enjoy working in a fast-paced, high-tech environment, and are self-motivated, this is an opportunity to enrich your skills and work with BCNET's community of research, higher education and government leaders. We are looking for students who are creative and are good at multitasking.

RESPONSIBILITIES

• Provide research and administrative support to committee chairs and working group leaders
• Write stories, case studies and profiles of researchers utilizing advanced networks
• Assist the editing of BCNET's communication materials
• Produce and design collateral
• Assist in the development of the BCNET website
• Coordinate and manage events
• Develop media lists and marketing contact database
• Coordinate and write media releases
• Source, maintain and update contacts for contact database
• Coordinate and organize BCNET committee and working group meetings.
• Perform administrative tasks for executive assistant as needed
• Prepare and distribute meeting agendas and meeting minutes
• Interviewing and presentation skills

QUALIFICATIONS AND EXPERIENCE

• Works well independently and in groups
• Detail oriented with excellent editing skills
• Seeking a fast-paced, deadline-driven, challenging environment, can multi-task and manage many different projects simultaneously
• Excellent communicator, clear and concise writer and provocative thinker
• Experience in developing newsletter stories
• Experience with Adobe Illustrator, Photoshop, Adobe InDesign

NUMBER OF POSITIONS
1

WORK TERMS

PAY SCALE

HOURS/WEEK
JOB TITLE

Technical Writer

COMPANY NAME

Research in Motion Limited

CONTACT NAME

Research in Motion Limited

CONTACT INFO

Research In Motion Limited (RIM) is a world leader in the mobile communications market and has a history of developing breakthrough wireless solutions. RIM's portfolio of award-winning products, services and embedded technologies is used by thousands of organizations around the world and includes the BlackBerry wireless platform, the RIM Wireless HandheldTM product line, software development tools and software/hardware licensing agreements. RIM is seeking driven individuals who can take our wireless data products to the next level in the global wireless market. Are you ready to make a difference in the world of mobile communications with RIM?

POSITION OVERVIEW

Research In Motion is experiencing rapid and steady growth in the area of Technical Writing and Communications. To keep pace we are seeking forward thinking students at the Junior, Intermediate, and Senior academic levels to work in our Waterloo and Mississauga offices.

Some upcoming roles may be found in the following areas:
• Blackberry Platform Documentation
• Training Content Development
• Device Documentation
• Retail Documentation

QUALIFICATIONS AND EXPERIENCE

• Currently enrolled in English, Communication or related post-second degree program at the Junior, Intermediate or Senior level with the Co-op or internship option
• Exceptional planning, research, and writing skills
• Demonstrated ability to work on projects with shifting deadlines
• Internet Explorer and Microsoft Office
• Enthusiasm for new technology

DESIRABLE ASSETS

• Experience reading and understanding Java
• Proficiency with revision control systems such as Perforce and Livelink
• Proficiency with authoring tools, such as XML and Adobe FrameMaker
• Experience with Photoshop, Illustrator, Acrobat, HTML

If you're driven to take wireless technologies to the next level, it's time you join the team at RIM. We offer a challenging environment that fosters creativity and rewards excellence. Employees also have use of our award winning BlackBerry!

NUMBER OF POSITIONS

1

WORK TERMS

May to August (4 months)

PAY SCALE

$18 – $20 per hour

HOURS/WEEK