Invites applications for the following position(s):

**COMPETITION NUMBER: 674**

**Administrative and Professional Staff (APSA)**

**Temporary Position**

**COORDINATOR, MARKETING AND COMMUNICATIONS, GRADE 6**

**VENTURE CONNECTION**

**POSITION NUMBER: 121856**

**POSITION OUTLINE:**
The Coordinator, Marketing and Communications conceives, develops, and distributes content and promotional materials; and coordinates communications and public relations activities for Venture Connection entrepreneurship programs. Works in collaboration with the Associate Director(s) and other unit staff, to develop and manage content on Venture Connection’s website and social media channels; and liaises with VPR’s Communications Officer to ensure consistency with VPR websites. The Coordinator plans and organizes events and conferences that help raise the public profile and support the objectives of Venture Connection. **Please note: This position is located at Central City, Surrey, BC.**

**QUALIFICATIONS:**
- Bachelor’s degree in Communications, Marketing, or other related discipline, with two years of related experience, including experience in writing communications content, event planning, and website design, or an equivalent combination of education, training, and experience.
- Excellent knowledge of communications principles, practices, and techniques.
- Excellent knowledge of, and ability to use specialized design software applications (i.e., Illustrator, Photoshop, etc.).
- Excellent writing, copy editing, and layout skills.
- Excellent communication (verbal and written) skills.
- Excellent interpersonal, intercultural, and teamwork skills.
- Excellent multi-tasking, organizational, and problem-solving skills.
- Excellent event management skills.
- Proficient in the use of standard office, web publishing, online content management systems, and graphic design applications (i.e., Dreamweaver, Flash, AEM).
- Ability to use digital photography and videography, and to perform associated editing and manipulation of materials.
- Ability to conceive, research, and develop content for various forms of written and graphic communications.
- Ability to analyze participant satisfaction issues utilizing surveys and appropriate metrics.
- Ability to conceptualize, develop, and manage strategic creative projects within timelines.
- Ability to develop and maintain effective working relationships with internal and external contacts.
- Ability to exercise mature judgment, sensitivity, and tact.

**SALARY RANGE:** $50,994 to $60,896 per annum

**START DATE:** December 11, 2017

**POSITION END DATE:** March 31, 2018

A detailed resume and cover letter quoting **Competition #674** must be received in our office by **4:30 pm on November 14, 2017**, addressed to the attention of Bela Barros, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)