Invites applications for the following position(s):

**COMPETITION NUMBER: 001**

Administrative and Professional Staff (APSA)

**Temporary Position**

COORDINATOR, COMMUNICATIONS AND ENGAGEMENT, GRADE 7

SFU VANCOUVER - ADMINISTRATION

POSITION NUMBER: 115579

**POSITION OUTLINE:**

Reporting to the Director, Finance & Administration, and working in close consultation with the Executive Director, SFU Vancouver, the Coordinator, Communications & Engagement is responsible for promoting and marketing SFU Vancouver activities internally and externally to target audiences and the general public. Supports community engagement initiatives sponsored by the Executive Director and manages various signature student events and internal engagement programs and events. Works closely with the Vancouver Campus Management Group, various faculties/departments, Student Services, and student societies to increase engagement and streamline marketing and communications service delivery at the Vancouver campus. **Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC.**

**QUALIFICATIONS:**

- Bachelor’s degree in Communications or Business Administration and three years related experience in event management, marketing, design, and communications, or an equivalent combination of education, training, and experience.
- Excellent knowledge of communication, marketing and design principles.
- Excellent knowledge of web, social media, and blogging content management, preparation, and design.
- Excellent oral and written communication skills.
- Excellent project management skills.
- Excellent customer service skills.
- Excellent financial management and administration skills.
- Excellent organizational, problem-solving, and analytical skills.
- Ability to conceptualize, develop, and manage projects within timelines and budgets.
- Ability to research and draft communications including speaking engagement notes, activity reports, and website content.
- Ability to exercise tact, discretion, and diplomacy.
- Ability to train and direct the work of volunteer and temporary staff.
- Ability to establish relationships and work collaboratively with others.
- Proficient in the use of standard office and graphic design applications and content management systems (e.g., MS Office, Illustrator, InDesign, Photoshop, Adobe Experience Manager).

**SALARY RANGE:** $54,900 to $65,561 per annum

**START DATE:** ASAP

**POSITION END DATE:** For 6 months

A detailed resume and cover letter quoting **Competition #001** must be received in our office by **4:30 pm on January 8, 2018**, addressed to the attention of Francesca Turrell, 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.

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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)