Invites applications for the following position(s):

**COMPETITION NUMBER: 052**

Administrative and Professional Staff (APSA)

Temporary Position

COMMUNICATIONS, ENGAGEMENT AND RECRUITMENT OFFICER, GRADE 7
BEEDIE SCHOOL OF BUSINESS - ADMINISTRATION

POSITION OUTLINE:
Working closely with the supervisor, co-Directors and other members of the program team, the Communications, Engagement and Recruitment Officer manages and deploys the communications activities across RADIUS programs and platforms. The Officer develops and maintains content, and ensures that the RADIUS voice and identity are consistent, compelling, and drive the recruitment and retention of the RADIUS community. The Officer arranges events and activities, and is an ambassador for the RADIUS vision. Please note: This position is located at SFU’s Downtown Innovation and Business Centre, 308 W. Hastings Street, Vancouver, BC.

QUALIFICATIONS:
- Bachelor’s degree in Communications, Marketing, or a related discipline, and four years of relevant experience in communications and/or marketing, event planning, website content management and basic design, or an equivalent combination of education, training, and experience.
- Excellent knowledge of best practices and trends in communications, marketing, and public relations.
- Excellent knowledge of print and electronic media, social media, desktop publishing applications, and web, wireless, and content-management technologies.
- Good knowledge of social innovation, social entrepreneurship and/or change-making.
- Good knowledge of pipeline development or recruitment practices.
- Good knowledge of CRM systems, Asana, Slack, Google Drive and other project management tools.
- Excellent organizational and event management skills.
- Excellent interpersonal and communication skills (written, verbal and presentation).
- Excellent attention to detail skills in managing organizational systems.
- Ability to manage project budgets.
- Ability to coordinate content production and workflow, using team project management tools.
- Ability to develop integrated communication and engagement strategies to support organizational or project goals.
- Ability to develop and implement communication plans for programs.
- Ability to write a variety of communications content for print and web publication.
- Ability to manage the WordPress platform for website development, maintenance and updates.
- Ability to interact productively and professionally with a wide range of internal and external stakeholders.
- Proficient in the use of standard office, web publishing, and graphic design applications.

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: February 5, 2019

A detailed resume and cover letter quoting Competition #052 must be received in our office by 4:30 pm on February 5, 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.

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