

## EMPLOYMENT OPPORTUNITY

### Communications Officer

Temporary position for two years

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#### Who we are

The Health Sciences Association of BC (HSA) is a dynamic union delivering modern health care to British Columbians. Our 17,000 members work primarily in diagnostic, clinical and rehabilitation services at 250 hospitals and agencies across the province.

#### What we're looking for

This position reports to Director of Communications and Member Organizing. The incumbent will work with a team to fulfill the union's internal and external communications needs. The position requires hands-on technical skills as well as the ability to manage multiple projects simultaneously in a fast-paced, collaborative environment as a member of HSA's Communications team located in New Westminster, BC. This is a temporary, full-time position for two years.

#### Duties and responsibilities

- Serve as editor of The Report, the union's four-times yearly print membership magazine, and produce and coordinate the production of internal and external communications and marketing materials, including broadcast and print media, and the union's social media and other online media presence
- An integral member of the union's government relations team that works to develop and execute a government relations strategy
- Generate media interest in stories, editorials, and interviews on issues related to the union's strategic objectives
- Design collateral campaign materials, including online campaigns
- Liaise with the labour relations and legal departments and board committees to develop, implement, monitor, and evaluate communication strategies and goals
- Liaise with external providers in development of member research and advertising campaigns
- Provide writing support for a variety of media, including news releases and backgrounders, advertising, speaking notes, internal articles, and other writing projects as required
- Provide editorial support for the development of HSA documents, presentations, and research as required

## Qualifications

Applicants must possess the following qualifications:

- A minimum of five years' experience providing communications support to campaigns
- Outstanding written and visual communication skills
- Proficiency in InDesign, Photoshop and Illustrator
- Proficiency in development of sharable graphics in online social media
- Knowledge of and experience with web-based communication applications
- Excellent oral communications and presentation skills
- Must show capacity for innovation, strategic thinking, and decision-making
- Significant experience in managing communications issues and developing communications strategies
- Strong interpersonal skills with ability to work independently and in a team, including volunteers
- Strong organizational and time-management skills and the ability to work under tight deadlines and pressures, with scrupulous attention to details
- Experience leading, coordinating, and participating in project teams
- Experience with agencies and contractors
- Post-secondary degree in communications, journalism, or related field

This position requires hard work and the ability to work independently with minimal supervision. In exchange, HSA offers a highly competitive wage and benefit package and supportive work environment.

For more information about us, please visit our website at [www.hsabc.org](http://www.hsabc.org). Candidates interested in applying for this opportunity should forward a resume and covering letter to [hr@hsabc.org](mailto:hr@hsabc.org).

**Closing Date:**

**Thursday, November 23, 2017**

*No phone calls please.*

*We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.*