

## **Internal Communications Coordinator**

Exciting career opportunity for a **Communications Coordinator** to support the Faculty Association.

### **Responsibilities include:**

- Implementing our internal communications strategy
- Website revision
- Supporting the bargaining team with communication
- Ensuring alternate modes of communications with the membership

### **Job Brief**

We are looking for an enthusiastic communications coordinator to manage our internal and external communications. Phenomenal communication and copywriting skills are required. As our Communications Coordinator you will be an integral partner.

### **Responsibilities**

- Develop effective communication strategies
- Manage internal communications
- Organize the website into a dynamic web site which will invite Members to interact with the Association and to be able to find information
- Assist in organizing initiatives
- Collaborate with Faculty, Librarians, Veterinarians and College Professors
- Assist in communication strategies or messages from the UGFA

### **Requirements and Skills**

- University Degree
- Strong communication skills be able to maintain strict confidentiality
- Proven experience with website design
- Solid understanding of project management principles
- Proven working knowledge of cloud technologies, graphics, and content management tools
- Past experience working in a University setting with Faculty and Students. Ability to work in a fast paced environment with little supervision
- Proven experience in technical writing and content creation

The hours of work will need to be flexible so as to ensure timely communications during negotiations. The selected candidate will need to be able to work both on campus and remote. The contract shall continue for the length of bargaining which is expected to conclude in the fall. The salary range will be between \$30.00 and \$35.00/hour.

Applications should be sent to [facassoc@uoguelph.ca](mailto:facassoc@uoguelph.ca). The deadline for submission is Friday April 19 at 9:00 a.m.