



**Communications Assistant – Social Media
Regular, Full-Time**

Purpose:

Reporting to the Manager of the National Collaborating Centre on Aboriginal Health (NCCAH), the Communications Assistant NCCAH – Social Media works to support NCCAH knowledge translation activities focusing on First Nations, Inuit, and Métis public health through the design, creation and adaption of a variety of online digital and social media activities.

Responsibilities:

Specific duties include but are not limited to:

- Designing, developing, maintaining and updating content for the NCCAH social and digital media accounts that include Twitter, Facebook, LinkedIn, Google +, YouTube, Vimeo, SoundCloud, Pinterest, ISSUU, Hootsuite, and GoToWebinar;
- Reporting monthly and annually on digital and social media analytics;
- Designing, creating, and adapting digital templates and files for the social and digital media accounts;
- Liaising with contracted translators as needed in the production of text for digital and social media content;
- Assisting in hosting, recording, and producing NCCAH webinars on the GoToMeeting platform;
- Contributing to the development, implementation and evaluation of communications strategies by recommending improvements and efficiencies with respect to all digital and social media employed;
- Providing communications supporting for NCCAH events, including conferences and meetings;
- Other duties and project support as reasonably requested.

Qualifications:

The successful candidate will possess a two to three year certificate/diploma with a focus on social media management with two to three years of relevant working experience with multiple social media and digital communications platform. An equivalent combination of education and experience will be considered.

The successful candidate must demonstrate:

- Excellent writing, proof-reading/editing, attention to detail, and communication skills;
- Experience with the Adobe suite of products, specifically: Illustrator, Fireworks, Photoshop, Premiere Pro, Audition, Acrobat PDF optimization;
- Experience with the Microsoft Office suite of products including: Outlook, Word, PowerPoint, and Excel;
- Experience working within First Nations, Inuit, and Métis people and organizations;
- Knowledge of First Nations, Inuit, and Métis health, history, traditions, and values.

The successful candidate will be prepared to work in a team environment and can demonstrate the ability and willingness to adapt to new technologies and techniques. The ability to use independent judgement and to work effectively with a wide range of constituencies in a diverse community is essential. In previous work experience, the successful candidate will have performed at a high level and demonstrated the ability to work under pressure to meet deadlines. This position requires some flexibility as travel may be required.

Salary:

This position has been classified at a Grade 6. The annual salary range for this position is \$46,710.94 - \$48,649.55, and the normal starting salary will be \$46,710.94.

Normal hours of work will be Monday through Friday, 8:30 am to 4:30 pm.

To Apply:

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education quoting competition #17-143CU to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca

Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30pm Friday, October 13, 2017.
