



Spinal Cord Injury BC

COMMUNICATIONS SPECIALIST

Want to be part of an energetic, passionate, and progressive workplace? Looking to use your written and multimedia storytelling skills in a fun, hands-on environment? Eager to do what you love while making a difference in your community? Spinal Cord Injury BC is looking for you!

Here's what we're all about...

Spinal Cord Injury BC (SCI BC) is the go-to resource for the spinal cord injury (SCI) community. But we're so much more than your typical disability organization. We're a national leader in Peer Support, we excel at helping people form social connections and challenge themselves, and we take pride in developing our information resources. We're innovative—we like to push the envelope and try new things. And we tell powerful stories through our magazine, videos, and donor communications about how our members adapt, adjust and thrive after an injury.

All of our staff come from diverse backgrounds and areas of expertise but we all share one thing: passion for people. We challenge, support, and inspire one another. We're invested in each other's personal and professional development and foster a flexible, fun, and dedicated office culture.

We're growing our team of high-performing, innovative people with a passion for positive change. If that sounds like you, read on.

Help us tell stories that matter!

We're looking for an energetic, creative and detail-oriented individual to join the Communications Team at SCI BC. As our Communications Specialist, you will:

- Lead development, execution and evaluation of a communications strategy that aligns with SCI BC's goals
- Curate, write or edit content that tells the SCI BC story and that of our members, including collateral and multi-media materials, website copy and blog posts, funding proposals, video scripts, media releases, and more
- Create compelling graphics, and develop creative marketing strategies and collateral to promote events, services and fundraising campaigns
- Contribute to story development, interviews and writing for *The Spin* magazine
- Manage SCI BC's social media channels, continuously building our social and communications strategy, and monitor website and social analytics, including Google AdWords, Hootsuite and other online tracking tools
- Capture and/or coordinate powerful video and photos to document SCI BC events and stories of impact
- Manage media relations and coordinate connection between media, SCI BC staff and volunteers

Our Spinal Cord Injury BC Communications Team is small but powerful. Our new Communications Specialist will have excellent interpersonal skills and be a team player who thrives working with a wide range of stakeholders in a diverse community. Ideally, your background and skills include:

- Post secondary degree/certificate in journalism, communications, public relations, marketing or a related field, with a minimum of 3 to 5 years' experience directly related to specified duties and responsibilities
- Strong project management and organizational skills with fine attention to detail and timelines
- Familiarity and experience with mainstream social media platforms such as Facebook, Twitter, Instagram and YouTube
- Knowledge of web design and digital communication tools, including HTML, Wordpress, Canva and Mailchimp
- Graphic design and/or video editing skills and experience with software including Adobe Photoshop, Premiere Pro and InDesign (or equivalent)

Position Details

Title: Communications Specialist

Hours: 37.5 hours per week (full time)

Location: 780 SW Marine Drive, Vancouver

Start Date: October 15, 2018 or later

Job Environment

Working Conditions: Office conditions with occasional external meetings and travel. Possibility to work from home.

Unusual hours: Occasional evening or weekend work to be managed in accordance with SCI BC policies.

Please send your resume and cover letter to hr@sci-bc.ca
with the subject line: Communications Specialist

Application Deadline: September 30, 2018

Spinal Cord Injury BC strives to ensure equal employment opportunities to all qualified candidates, without regard to race, colour, religion, national origin, sex, age, disability, veteran status or any other legally-protected basis. Spinal Cord Injury BC complies with all applicable laws, rules and regulations in the performance of Canadian Labour Codes and the BC Employment Standards.

We look forward to meeting you!

www.sci-bc.ca
604-324-3611



780 SW Marine Drive, Vancouver, BC, V6P 5Y7