



COMMUNICATIONS COORDINATOR

**Want to be part of an energetic, passionate, and progressive workplace?
Looking to use your communications 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 in 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.

Our staff members 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. Just keep in mind that this is primarily a storytelling communications role and not really a marketing role (there's a little bit of marketing but it's not the main focus).

Help us tell stories that matter!

We're looking for an energetic, creative, and detail-oriented individual to join our Communications team at SCI BC. This is a full-time (37.5 hours per week) position based out of our main office in Vancouver. Hybrid and part-time arrangements will be considered. Working from other areas of BC may, under exceptional circumstances, be considered.

As our Communications Coordinator, you will:

- Assist with the creation of internal and external communications, including service delivery impact stories; member and partner stories and profiles; promotion of our services, events, and activities; and fund development campaigns and stewardship.
- Contribute to the creation of a variety of online and print communications materials through, copy writing, graphic design, photography, video recording and editing, and other.
- Support creation, scheduling and monitoring of social media posts on all SCI BC channels, utilizing appropriate tracking tools and reporting analytics.
- Be responsible for the development and distribution of various email communications (such as a monthly newsletter, weekly event updates, fundraising messages, etc.).
- Help generate ideas and content for *The Spin* magazine, assist with proofreading of each issue, and support the magazine's advertising-related activities.
- Help maintain SCI BC's websites and support the creation, editing and posting of blogs, page content, and calendar updates. Assist with monitoring and reporting on website analytics.
- Take part in regular team meetings and other collaboration opportunities across SCI BC.
- Support SCI BC events (e.g., taking photos and video and providing logistical support).
- Help with the organization and management of Communication files.

Our SCI BC Communications Team is small but powerful. Our new Communications Coordinator will be collaborative, organized, with strong planning, design, execution, and problem-solving abilities. Additionally, excellent creative and technical writing skills, with in-depth knowledge of social media platforms is imperative. Creative adaptability to match our brand and the specific style of a campaign, etc. is also important. Photography skills are welcomed, as are video editing and production abilities. Knowledge of the spinal cord injury community is an asset.

EDUCATION: Post-secondary degree in relevant field or equivalent training

EXPERIENCE: 1-2 years' experience in a communications-related field.

To Apply: Please forward your cover letter and resume, including the date you are available for work, no later than **Thursday, September 14, 2023 at 5:00 pm** – by email to hr@sci-bc.ca or by mail to Human Resources at 780 S.W. Marine Drive, Vancouver BC V6P 5Y7.

Note: SCI BC does not have funding to support relocation costs for this role. Please consider this before applying.

Note: Due to the diversity and potential vulnerability of our staff and members, Spinal Cord Injury BC has adopted a mandatory COVID-19 vaccination policy, which requires all staff to be fully vaccinated. For those not able to receive the COVID-19 vaccine, please provide documentation verifying medical exemption from the vaccine to be considered for this role.

Note: Spinal Cord Injury Organization of BC (SCI BC) values inclusion, diversity, equity, and accessibility (IDEA) and 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. SCI BC complies with all applicable laws, rules and regulations in the performance of Canadian Labour Codes and the BC Employment Standards.

Acknowledgement: We acknowledge that our provincial work takes place on the territories of Indigenous peoples who have lived on and cared for the land for time immemorial. SCI BC's head office, GF Strong resource centre, and shared Victoria office are located on the traditional and ancestral territory of the Coast Salish peoples – the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish) and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh), and lək^wəŋən (Lekwungen) First Nations. Our Prince George regional office is on the traditional and ancestral territory of the Lheidli T'enneh Nation.

We look forward to meeting you!

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