

Junior Communications Coordinator

A busy Gastown Vancouver association management company requires a Junior Communications Coordinator to assist in handling communication activities for its association clients.

The ideal candidate will have exceptional written and verbal communication skills with a proven track record as a team player who is comfortable with tight deadlines, multi-tasking and prioritizing a busy workload. You will be responsible for producing eblasts, web updates, news stories and other promotional items as needed for non-profit industry associations. This role is ideal for somebody who has recently finished their degree, or has 1-2 years' previous professional experience.

This is a full-time permanent position with annual salary, vacation time and benefits. Candidates with the following skills may forward their resumes to resume@ssulive.com

Knowledge, skills and abilities may include but are not limited to:

- Ability to write quickly, concisely and accurately
- Ability to establish and maintain positive working relationships with other staff, association members and boards, and suppliers
- Strong written and verbal communication skills
- Exceptional organization skills and attention to detail
- Ability to multi-task and meet very stringent deadlines
- Outstanding computer skills with basic knowledge of software including Adobe Creative Suite (including Photoshop, Dreamweaver and InDesign), word processing, databases, spreadsheets, email and web applications. Beginner-intermediate HTML skills are an advantage.
- Knowledge of web content management systems (eg Wordpress)
- Experience writing content for websites, eblasts and print publications
- Keyboarding speed of 65 wpm with few errors
- Strong problem-solving skills.

Job Description

Web Content Updates

The successful candidate will be responsible for content updates for association websites, news feeds and other materials. The candidate should demonstrate strong written communication skills and the ability to write for multiple mediums and audiences.

- Ensure accuracy of content and make updates as needed
- Ensure internal and external links are functional and update as needed
- Post content to news feeds, social media and other channels
- Maintain consistent voice and standards of clients in all written materials
- Proofread and edit content provided by others

- Distribute job postings both online and in eblasts, communicating with job posting customers to collect payment
- Work with event team members to promote events across all channels
- Update client web pages as necessary.

Electronic Communication

The successful candidate will be required to oversee event email blasts leaving the office for each association client. The candidate will need to be comfortable with HTML, and have a good working knowledge of Dreamweaver.

Due to the volume of work the candidate will require attention to detail, be highly organized and work well under pressure. The candidate should demonstrate a solid sense of aesthetics and be tech savvy.

- Write and edit event promotional content
- Work with design coordinator to set up eblasts
- Check eblasts for errors and aesthetics before sending to client for approval
- Set and implement a blast schedule for repeat blasts
- Manage subscribers and distribution lists.

Social Media

The successful candidate will be expected to work with the Communications Manager on creating a consistent and successful social media strategy for clients. This will involve communicating on priorities for promotion and making recommendations to encourage further growth. You will be expected to:

- Use social media management tools including HootSuite to post content
- Ensure client events, activities and news are appropriately shared on social networks
- Use Google+, YouTube, Facebook, LinkedIn, and Twitter
- Develop and maintain client blogs to promote association activities and encourage increased member engagement.

Support the Operations team with additional duties as required.