



Job Posting

Position: Communications Manager
Post Date: January 19, 2023
Hours: Full time (4-day work week) – one-year contract with possibility for extension
Environment: Remote or in-office with flexible work hours
Remuneration: \$63,700 - \$72,800 per year with extended benefits after three months and 4 week's vacation
Apply by: February 19, 2023

ASPECT BC (Association of Service Providers for Employability & Career Training) provides leadership, education, advocacy, and public awareness to support community-based workforce development service providers. We work with government and interested parties to ensure that the needs of those seeking a meaningful and sustainable livelihood are met.

We offer flexible working hours for a motivated Communications Manager who is a self-starter. This is a full-time (remote or in-office) position with flexible start times and workdays.

Job Summary

We are looking for a mid-career communications professional. The Communications Manager helps implement ASPECT's overall communications strategy including member services, event support, and marketing initiatives. Reporting to the CEO, the Communications Manager will work collaboratively within a small team to develop and implement communication materials that will broaden the ASPECT's impact and overall message.

Communications Manager Essential Skills

- You have 5+ years of professional communications experience – creating and implementing strategies and developing online content. A bachelor's degree or certificate in journalism, marketing or public relations is preferred. We prefer candidates who maintain professional membership in the Canadian Public Relations Society or the International Association of Business Communicators.
- A confident communicator and presenter
- Strong writing, editing, proofreading, layout and design, and professional printing/publishing skills are essential, including the ability to present concepts verbally
- Excellent organizational and planning skills
- Strong knowledge and understanding of current trends in digital media/social media
- Self-motivated with a positive and professional approach to management
- Committed to reconciliation, justice, equity, diversity, and inclusion.
- You are confident with all Office 365 applications, website content management, email marketing, and social media networks.

Communications Manager Roles & Responsibilities

- Collaborate with the CEO and staff to develop communications strategies to broaden the reach and deepen the impact of ASPECT activities.
- Identify and develop relationships with media, community partners, and other interested parties to promote our services and events.
- RFP review and development.
- Design and implement surveys on various engagement tactics.
- Write and publish website posts, blog, and email newsletter content.
- Maintain our organization's social media accounts, including content creation and curation.
- Measure and report on the effectiveness of communications activities.
- Write reports, briefing papers, and White Papers for our advocacy work.
- Assist with other external and internal communications duties as needed.

How to Apply

To apply for this position, submit your resume and a cover letter to Janet Morris-Reade, CEO, at jmorris-reade@aspect.bc.ca. Please include "Communications Manager" in the subject line. Please apply by February 18, 2023.

Website: www.aspect.bc.ca