

COMMUNICATIONS SPECIALIST

THE ROLE:

The Communications Specialist is responsible for developing communications materials and will support the execution of communications plans and initiatives. Reporting to the Communications Manager, the Communications Specialist will work with various internal and external stakeholders to support several strategic communications initiatives. This is a full-time position working from Monday to Friday with the occasional change in work schedule to meet operational needs.

Key Areas of Responsibility

The Communications Specialist's responsibilities include, but are not limited to, the following:

- Assist in the communications planning process.
- Execute internal and external communication activities, working with communications consultants and ASTTBC admin team members.
- Develop, write and edit a broad range of communication materials, including web materials, newsletters, brochures, backgrounders, speeches and presentations.
- Create social media posts and perform ongoing social media monitoring.
- Design print and digital materials, including infographics, utilizing Adobe CS.
- Ability to help plan and successfully support in the execution of online and in-person events.
- Act as initial contact for media inquiries and provides support as required for media and other events.
- Other tasks as assigned by the Manager of Communications or designate.

WHO YOU ARE:

- Post-secondary education in Communications or a related field supplemented by 5 years of experience (regulated environment is an asset).
- Demonstrated ability to research and write creative and compelling copy for a variety of applications, including electronic newsletters, print publications, web and digital media, and speeches, while maintaining brand messaging.
- Demonstrated ability to plan, organize and execute large events, both in person, and virtual.
- Demonstrated ability to meet tight deadlines, work under pressure, and handle highly confidential and sensitive issues with tact and diplomacy.
- Ability to work collaboratively with a diverse team of staff and volunteers to create and manage cross-organizational and integrated marketing communication strategies.
- Tech-savvy with business technology, social media channels, and digital applications.
- Familiarity with graphic design and the ability to complete graphic related work is an asset.
- Knowledge and experience working for a regulator is an asset.

WHO WE ARE:

ASTTBC was established in 1958 and is the provincial regulatory body responsible for regulating applied science and engineering technology professionals in BC under the *Professional Governance Act*.

ASTTBC supports registrants' adherence to its bylaws and standards of practice designed to safeguard British Columbians and the environment. By holding ourselves to higher standards of competencies, innovation, collaboration, and accountability, we are helping to build a vibrant healthy future for British Columbians.

We are committed to our core values of professionalism, accountability, integrity and inclusion and adhere to the principles of inclusion, diversity, justice, and equity.

WE OFFER:

We offer a compensation package that includes:

- Competitive remuneration.
- Comprehensive benefits package.
- A flexible and balanced hybrid work environment.
- Working with a diverse and dedicated team who are invested in the organization.
- An inclusive and respectful workplace where people are valued and appreciated.

TO APPLY:

Please send your cover letter and resume along with salary expectations to Human Resources at hr@asttbc.org. Closing date is September 6, 2022 or until filled.

Please note the selected candidate will be required to submit to a criminal record check.

ASTTBC thanks all applicants for their interest, however, only those selected for an interview will be notified.