



## Communications Specialist

**Position Type:** Full-Time Permanent, 37.5 hours per week

**Location:** Burnaby

**Compensation:** Will commensurate based on experience and qualification

**posAbilities** assists individuals with developmental disabilities to lead meaningful and healthy lives. We accomplish this by partnering with local communities to provide a comprehensive range of person-centred services for individuals and the families who care for them.

Our employees experience joy, meaning and beauty at work. They have more opportunities to be creative and autonomous, living life doing what they love.

We are searching for a Communications Specialist to make a difference in the lives of adults with developmental disabilities. Gain the gratification of knowing you are instrumental in helping individuals create their success!

### About YOU:

- You hold a strong commitment to protecting the Human Rights of our persons served. This commitment comes from your grounded philosophy of supporting people with challenges living and working in the community.
- You hold a Bachelor of Arts degree in Communications, Journalism, Business, or other post-secondary studies in these, or related disciplines.
- You have proven administrative and organizational skills with attention to detail.
- You can be the creative spark or productive dynamo in a team, with a positive attitude and exceptional multitasking and detail-oriented skills
- You are a confident writer, have excellent oral interpersonal communication and presentation skills
- You have experience using social media and other digital platforms for business and community engagement or marketing communications. Learning new technology and data platforms doesn't daunt you.

### Additional assets YOU may have we value:

- You have prior work or co-op experience in communications
- You are able to communicate effectively both verbally and in writing in a second language



- You have work or volunteer experience in the not for profit sector and/or with persons with disabilities
- You are proficient in video editing and graphic design

### **YOUR Typical Duties:**

- **Digital Media, Public Relations, and Event planning:**
  - You assist with planning, coordinating, and promoting of posAbilities' participation in community events or special projects;
  - You write and record stories for digital media (blogs, social media), or publications;
  - You produce and distribute media releases;
  - You monitor and analyze the effectiveness of digital campaigns in order to optimize future communications.
- **Marketing and Advertising:**
  - You assist with planning and delivering outreach initiatives for internal and external audiences;
  - You develop and schedule advertising content for brand awareness and direct action;
  - You update, write and distribute publications, including quarterly newsletters;
  - You assist with developing corporate videos and Public Service Announcements;
  - You review analytics and adjust messaging for marketing and advertising campaigns to optimize results.
- **Online Community Engagement:**
  - You develop content, and maintain and monitor social media sites and other digital platforms;
  - You deepen online community engagement through applying advice/consumer feedback;
  - You maintain posAbilities' website (and micro sites when directed).

### **YOUR Application:**

Please apply with your resume via our website at [www.posAbilities.ca/careers](http://www.posAbilities.ca/careers) or via email to [careers@posAbilities.ca](mailto:careers@posAbilities.ca). Please indicate the position number you are interested in. Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.