



## **Communications Specialist**

**Position Type:** Full time Permanent (Hybrid, Exempt) – 37.5 hours per week

**Location:** Burnaby, BC

**Compensation:** \$54,366.00 annually, excellent benefits included after successfully complete probationary period

**Start Date:** June 01, 2026

Join us to advance our vision of Good and Full Lives for Everyone.

*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-centered 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.

The Communications Specialist reports to the Senior Communications Specialist and is a member of the Association's Community Engagement Team.

### **MANDATE**

Supports the Community Engagement Team with the research, planning, designing and administrative aspects of social media and other digital platform content, community outreach activities and special projects as directed. The role encompasses internal and external communications, and focuses primarily on digital media and public relations, marketing and advertising, and online community engagement.

### **About YOU:**

- A Bachelor of Arts degree in Communications, Journalism, Business; or other post-secondary studies (certificate programs) in these, or related disciplines
- Proven administrative and organizational skills with attention to detail
- Excellent written and oral interpersonal communication and presentation skills
- Experience using social media for business and community engagement or marketing communications
- Ability to work independently and the desire to work in a fast-paced dynamic environment;
- Flexibility, ability to multitask, detail-oriented and positive
- Commitment to the philosophy of people with challenges living and working in the community
- Prior work or co-op experience in communications is highly preferred
- Media relations and event planning experience
- Proficient in using the Microsoft Office suite
- Proficient video editing and graphic design skills
- Ability to communicate orally and in writing in an additional language



- Experience working or volunteering in the not for profit sector and/or with persons with disabilities
- Good understanding of the social media world

#### **KEY DUTIES AND RESPONSIBILITIES:**

##### **Digital Media, Public Relations and Event Planning:**

- Assists with planning, coordinating, and promoting of *posAbilities'* participation in community events or special projects
- Writes and records stories for digital media (blogs, social media), or publications
- Produces and distributes media releases
- Monitors and analyzes the effectiveness of digital campaigns in order to optimize future communications.

##### **Marketing and Advertising:**

- Assists with planning and delivering outreach initiatives for internal and external audiences
- Develops and schedules advertising content for brand awareness and direct action
- Updates, writes and distributes publications, including quarterly newsletters
- Assists with developing corporate videos and Public Service Announcements
- Reviews analytics and adjusts messaging for marketing and advertising campaigns to optimize results.

##### **Online Community Engagement:**

- Develops content, and maintains and monitors social media sites and other digital platforms
- Deepens online community engagement through applying advice/consumer feedback
- Maintains *posAbilities'* website (and micro sites when directed).

##### **Workplace:**

- Participates in all aspects of the Health and Safety Program including safety and emergency procedures, in order to provide a safe work environment. Reports all concerns to the Senior Communications Specialist
- Performs other duties as assigned.

##### **Work Location:**

A hybrid work arrangement may be available upon successful completion of the probationary period and a signed work-from-home agreement. Some flexibility in working hours will be required to accommodate operational needs such as attending special events.

##### **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 note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.