

Communications Officer (Term)

College and Public Relations

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

Working in the College's Advancement division, the Communications Officer is responsible for developing and supporting the communications activities of Red River College Polytechnic as assigned. Specific activities include research, writing and/or editing stories for RRC Polytech's blogs, reports, and other written materials; liaising with employees and leaders at all levels; creating promotional materials; creating and sending electronic newsletters and notices; handling website/blog updates; developing other internal and external communications; responding to stakeholder inquiries; managing media requests; planning events and news conferences; photography; and associated administrative duties. Travel between regional and local campuses is required.

REQUIRED QUALIFICATIONS

- Degree in a communications-related field. A Diploma in communications with relevant experience may be considered an equivalent combination of education and experience
- Several years of experience in a relevant role
- Ability to quickly understand and communicate complex subject matter
- Ability to create strategic communication plans, formulate strategy, understand audience needs and respond accordingly
- Ability to work with tight timelines and under pressure
- Experience managing media requests and planning news conferences
- Experience developing communications for various web, intranet, and social media platforms
- Proficient with Microsoft Office Suite 2010 or greater
- Excellent attention to detail and proficiency in grammar
- Effective organizational skills
- Effective interpersonal skills
- Able to work independently, as well as part of a team
- Responds well to constructive feedback
- Strong work ethic
- Excellent technical and media writing skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Formal training and/or experience with change management communications and initiatives
- Experience working in collaboration with graphic designers and fundraisers
- Experience with fundraising and development communications and initiatives

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech requires that staff, students and faculty either be fully vaccinated or have an approved exemption to be able to attend any campus. For further information please review the [COVID-19 policy](#).

COMPETITION NUMBER

2021-243

CLOSING DATE

January 19, 2022

SALARY

\$57,780 - \$79,057 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position
till December 2022

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College Polytechnic is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College Polytechnic is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr