

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 when submitting their application.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

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

- Diploma with a focus on Journalism or Public Relations or Degree in a communications-related field. An equivalent of education and experience may be considered
- Several years of experience in a relevant role
- Experience in understanding and communicating complex subject matter
- Experience in creating 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
- Excellent attention to detail and proficiency in grammar
- Strong organizational skills
- Excellent interpersonal skills
- Demonstrated ability to take initiative and work independently with minimal supervision, as well as part of a team
- Excellent written communication skills with the ability to draft, proofread and edit communications of varying complexity
- Experience using MS Office Suite applications and conferencing tools including Outlook, Word, Excel, PowerPoint and Microsoft Teams
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

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 campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2023-272

CLOSING DATE

January 2, 2024

SALARY

\$55,494 - \$76,003 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

2 Full-Time, Term Positions Available
Anticipated January 15, 2024 up to January 15, 2025

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech 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. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech 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