



## Hiring Communications Specialist (Contract)

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| <b>Job Description:</b>      | Temporary, Part time Communications Specialist, PSAC 901  |
| <b>Position Title:</b>       | Communications Specialist (Contractor)  |
| <b>Posting Type:</b>         | Public – (Part time, 125 hours total contract, approximately 24-30 weeks @ 4-5 hours/week @ \$44.02/hr) |
| <b>Position Posted:</b>      | July 12, 2023   |
| <b>Application Deadline:</b> | 11:59 pm, July 30, 2023   |
| <b>Start Date:</b>           | August 14, 2023, Negotiable   |
| <b>Workplace Location:</b>   | Remote work/Queen's University, Kingston, Ontario   |

### Description:

The Public Service Alliance of Canada (PSAC) Local 901 represents 2000+ academic workers at Queen's University, Kingston, Ontario. PSAC 901 is comprised of Unit 1 (Teaching Assistants, Research Assistants and Teaching Fellows) and Unit 2 (Postdoctoral Scholars).

We are hiring a part-time, temporary communications specialist to assist with facilitating meaningful communication between our membership and the Local.

The primary work required for this contract will concern developing a communications strategy, designing and planning communications materials, resources, and processes, and coordinating content distribution across several platforms for the Local, including social media accounts.

This position starts Thursday, August 14, and requires approximately 4-5 hours of work for 24-30 weeks, for a total of 125 hours. When work is completed, and what the workday looks like, will be dynamic and largely be determined by the Contractor, with deadlines and scheduling for regular duties to be determined in collaboration with the Information Officer. The start date is negotiable, please indicate in your application if you require an alternative start date. The ideal candidate is an outgoing and friendly person with a range of communications skills and experience, who is motivated to facilitate relationships between the Local and our membership.

### Key initiatives and responsibilities will include and are not limited to:

To work closely with the Information Officer and other PSAC 901 Executive members, staff, as well as members to develop communications materials, processes, resources, et cetera that serve the needs of the membership, and facilitate communication of information about the Local and its relevance to the membership through various means (social media accounts, the website, email, et cetera)

- To work closely with the Information Officer, Office Manager, and the Executive to develop a rolling communications strategy and relevant resources/materials (including, but not limited to, content calendars, media kits, style guides, etc.) for the Local

- To work closely with the Information Officer, the Office Manager, and members of the Executive (as well as the website task force/relevant groups), to align social media accounts with the Local's website, and work towards optimizing cohesive communications across all mediums and methods available to the Local
- To develop efficient and relevant communications processes and practices (including, but not limited to, posting to social media accounts, website updates, sharing information campaigns, branding and style guides) towards the ends of growing online audiences and engagement with our membership
- To be familiar with and able to navigate Collective Agreements and other Local documents/materials as required
- To approach this work from an EDID perspective that reflects the needs of the membership
- Consistently taking demonstrable action towards increasing accessibility for and inclusion of Local membership, particularly regarding digital accessibility
- Making resources, documents, and other materials available and retainable to the Local, so that these communications processes and practices can continue internally after the contract is completed
- Meet with and provide updates regularly to the Information Officer, and attend other relevant meetings as required (by Zoom or in person) to coordinate work with the Executive, Officer Manager, and other members as needed to meet these objectives
- Take initiative to implement ideas and goals, and resolve issues as they arise independently as well as collaboratively
- Helping with the development of content, including images/graphics and written copy; sharing this content and promoting an active online presence for the Local (through content creation, engaging followings on social media accounts, and other creative means)

**The skills and qualifications for this temporary contract are:**

- Excellent written and oral communication skills (design, layout, publishing, media, and PR skills/experience considered an asset)
- Experience with social media account management, particularly across Instagram, Facebook, and Twitter
- Experience with Hootsuite or similar/equivalent social media post scheduling software; G-Suite, Canva
- Demonstrated experience working from an EDID perspective; knowledge/experience with digital accessibility is also considered an asset
- Strong organizational and planning skills, with abilities to create and meet project timelines while working remotely
- Responsive and thoughtful; experience coordinating projects in a collaborative setting as well as comfortable taking initiative and completing work independently/with minimal supervision
- Ability to work flexible hours and attend meetings virtually or in person ('attend' does not necessarily require the use of a camera or oral communication; please indicate any accessibility requirements in your application)
- Knowledge of, or experience working with organizations such as PSAC 901 (non-profits, community groups, academic spaces, labour organizing, et cetera) considered an asset
- Experience as a TA/RA/TF/Post-Doc is considered an asset, but not required

**To apply:**

Please include a one-page (maximum) cover letter briefly stating your skills, experience, and qualifications, and a current CV (max. 4 pages).

**Email your application as a single .pdf file (max. 5 pages total)** to Tracie Dixon, Office Manager: [staffpsac901@gmail.com](mailto:staffpsac901@gmail.com). Interviews will be conducted over Zoom. Candidates selected for interviews may be asked to provide two references for follow up after the interview.

For inquiries, please Tracie Dixon, Office Manager ([staffpsac901@gmail.com](mailto:staffpsac901@gmail.com)), or contact Elizabeth Cameron, Information Officer ([info.officer.psac901@gmail.com](mailto:info.officer.psac901@gmail.com)).

*PSAC 901 is committed to employment equity and diversity in the workplace. We encourage applicants from equity-seeking groups, including women, Indigenous peoples, racialized persons, people with disabilities, and persons of any sexual orientation or gender identity, to apply.*