



Hiring: Part-time Social Media Coordinator (Temporary)

Job Description: Temporary, Part-time Social Media Coordinator, PSAC 901

Position Title: Social Media Coordinator (Contractor)

Position Expectation: 112 hours total (7-8 hours per week), 4-month contract with possibility for extension

Position Compensation: \$650/month

Position Posted: May 22, 2026

Application Deadline: 11:59 pm, June 5, 2026

Start Date: June 2026

Workplace Location: 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 comprises 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. This position is open to any candidate, but PSAC 901 members will be prioritized. The primary work required for this contract will concern implementing a communications strategy with the Information Officer, designing and planning communications materials, resources, and processes, and coordinating content distribution across several platforms for the Local, including managing social media accounts.

The start date will be mid- or late-June, with some flexibility depending on interview scheduling. Total hours may be prorated depending on start date. This is a four-month contract with the possibility of extension. The ideal candidate is an outgoing and friendly person with a range of communication skills and experience who is motivated to facilitate relationships between the local and our membership.

Key initiatives and responsibilities will include, but are not limited to:

- To work closely with the Information Officer as well as other PSAC 901 Executive members and staff to develop communications materials, processes, resources, et cetera, that serve the needs of the membership.
- To 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, the Member Services Coordinator, members of the Executive, and Communications Committee, 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 approach this work from an Indigenization - Equity, Diversity, Inclusion, Anti-Racism, and Accessibility (I-EDIAA) 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
- Meet with and provide updates regularly to the Information Officer, and attend other relevant meetings as requested by the Information Officer, to coordinate work with the Executive and/or Member Services Coordinator.
- 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); preparing these materials ahead of time and submitting to the Information Officer for approval

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 X
- Experience with Hootsuite or similar/equivalent social media post scheduling software; G-Suite, Canva
- Demonstrated experience working from an I-EDIAA perspective; knowledge/experience with digital accessibility is also considered an asset
- Strong organizational and planning skills, with the ability to create and meet project timelines while working remotely
- Responsive and thoughtful; experienced 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) is 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 non-academic CV (max. 4 pages)**. Email your application

as a single .pdf file (max. 5 pages total) with the subject line “Social Media Coordinator Application” to:

Heather Poussard-Nadeau, Information Officer

info.officer.psac901@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.

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.