

COMMUNICATIONS COORDINATOR

Location: Central Okanagan Division of Family Practice

Status: PART-TIME, TEMPORARY

POSITION SUMMARY

The Division of Family Practice is seeking a skilled Communications Coordinator for their rapidly growing organization.

Job Summary

In accordance with the Central Okanagan Division of Family Practice and under the direction of the Executive Director, the **Communications Coordinator** would provide support for the organization by effectively managing internal and external communications for the Division. The communications coordinator would help by creating and implementing an effective overarching communications strategy for the Division and its initiatives. The candidate will also need the ability to work in a flexible work environment and adapt rapidly to change.

The Organization

The Division is a non-profit association governed by local family practice physicians who identify areas to improve care of patients with its members, and work with partners towards solutions and results. The organization gives member physicians a stronger voice in improving patient health care in our community, and provides opportunities to work with partners such as Interior Health, Ministry of Health, GPSC, and other community organizations.

Key Responsibilities and Duties:

- Improve on and support member newsletters;
- Create and implement a social media strategy on behalf of the Division;
- Create external and internal communication tools;
- Create and implement an effective overarching communications strategy for the Division and its initiatives;
- Recognize challenges, problem solve, and elevate where needed;
- Ensure compliance with organization standards and procedures;
- Build and maintain strong team relationships;

Skills and Qualifications:

- Bachelor's Degree in Communications, Public Relations, or Marketing.
- Minimum 2+ years in a related role;
- Experience in graphic design;
- Effective and clear communication skills (written and oral);
- Ability to multitask and prioritize with a high level of organization;
- Strong attention to detail;
- Works well as part of a team but maintains focus and initiative to work independently;
- Evening availability to attend and participate in Division events/meetings located in the Central Okanagan region.
- Communications and marketing experience an asset

- Proficient with Microsoft Office (especially Excel and Word)
- The ability to work in a flexible work environment and adapt rapidly to change
- Proven ability to work collaboratively with others
- Excellent communication and time management skills
- Highly organized with an aptitude for problem solving
- Able to prioritize tasks and work independently
- Friendly and personable

Success Measurement:

- # of positive media hits
- Member feedback
- Team feedback
- Board feedback
- Creation of strategic plans

If the above describes the kind of opportunity you are looking for, please apply by submitting your resume and cover letter. We thank all candidates for their interest however only those selected to proceed will be contacted.

Job Type: Temporary, Part-time (up to 15 hours/week) until March 31, 2020