



KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers.

COMMUNICATIONS & EVENTS COORDINATOR – Competition Number 19-21R

KPU International at Kwantlen Polytechnic University has an exciting opportunity for a regular, full-time Communications & Events Coordinator.

The Communications & Events Coordinator is responsible for developing and implementing a comprehensive communications plan for the KPU International office to enhance KPU's profile, including visibility, branding and community relations, to support the University's international recruitment and engagement activities. Activities include, but are not limited to, drafting and executing electronic communication campaigns, managing KPU International's website and social media platforms, content generation and revision, CRM management, planning and execution of familiarization and delegation tours, etc.

Reporting to the KPU International Divisional Business Manager, the incumbent will be supporting KPU's International Recruitment and Admissions, Global Development and Global Engagement teams. The Coordinator liaises with university administration, faculty, staff, students, agents, partners and communities for the coordination of a variety of events to build effective relationships.

The ideal candidate is required to have a Bachelor's degree in Communications, Marketing or a relevant discipline from a recognized university and minimum two (2) years of relevant experience in marketing, communications and office administration, or an equivalent combination of education, training and experience. Excellent verbal and written communications skills and the proven ability to communicate effectively in English with a wide range of individuals and stakeholders at all levels (internal, domestic, international). Full fluency in a second language of KPU's target market is considered an asset.

This position requires the ability to work some evenings and weekends in order to attend and execute international student events and activities. This position is based on our Surrey Campus, however frequent travel between campuses and throughout the communities that KPU serves will be required. The successful candidate will be required to have a valid driver's license and access to a vehicle.

Please see job description located on our website for further information.

The salary range for this position is \$47,119.80 - \$ 52,670.80/year. In addition, KPU offers a competitive benefits package that includes medical, dental, extended health benefits, life insurance, AD&D, and a defined benefit pension plan.

To be considered for this exciting opportunity at one of B.C.'s Top Employers, please forward your resume, including copies of post-secondary transcripts, **quoting competition number 19-21R by March 29, 2019 to: employ@kpu.ca**

All qualified candidates are encouraged to apply; however priority will be given to those legally eligible to work in Canada.