

Position description **Coordinator, Communications**

Position summary:

Reporting to the Associate Director, Communications and Research, the Coordinator, Communications is responsible for supporting both the Communications and Programs team at the BC Council for International Education, primarily in the areas of graphic design, digital marketing, video and print production, social media, and website maintenance. This is a full-time position (37.5 hours/5 days per week).

Duties and responsibilities include but are not limited to:

Communications

- Assist with creating, publishing, and updating content for BCCIE's websites and communications materials including photos, videos, surveys, news items, and other electronic content
- Perform web updates as required to improve look and feel and usability of BCCIE's websites
- Design and develop digital newsletter templates
- Assist with maintaining MailChimp e-campaign lists and distribution lists
- Source photos, graphics, and maintain BCCIE's photo bank
- Support coordination of program and event-related communications with education stakeholders on behalf of BCCIE
- Provide other services to support the Communications team as needed

Graphic design, collateral, and video editing

- Act as the main graphic designer responsible for all in-house projects (digital and print)
- Create print-ready designs and organize the ordering of materials in a timely manner to meet program deadlines
- Maintain the collateral and swag inventory room; manage the tracking of each item
- Edit webinar recordings and create simple videos for social media as needed

Social media and online presence

- Develop market-specific online campaigns for BCCIE's websites and social media platforms including promoting annual Study in BC contests/awards and BCSCA scholarships
- Monitor and update SIBC and BCSCA social media channels and respond to queries
- Liaise with international students in BC involved in Study in BC projects
- Plan regularly scheduled reviews of BCCIE's website to ensure content is up to date and relevant

IT/vendor management

- Act as main point of contact with BCCIE's IT service provider to resolve office-wide issues, set up, and decommission computer workstations, email, and other IT accounts
- Act as main point of contact with BCCIE's website host/developer to maintain and update BCCIE's websites
- Maintain BCCIE's IT inventory

Special projects/initiatives

- Provide coordination and support for key projects such as BCCIE's Summer Conference, and/or other projects as directed
- Act as the main AV contact for BCCIE's Summer Conference, supporting website updates, collecting session presentations, and updating the conference app, registration, and other responsibilities as required
- Other general duties as appropriate under the direction of the Associate Director, Communications and Research

Required qualifications:

- Minimum 1-3 years relevant experience in digital communications and graphic design
- Post-secondary diploma or degree (degree preferred) in web development, communications, marketing, multimedia and/or graphic design
- Strong knowledge in Adobe Creative Cloud programs, including InDesign, Illustrator, and Photoshop
- Experience using Wordpress and Drupal content management systems
- Experience with MS Office products including Word, PowerPoint, Excel, and Outlook
- Experience with Google Analytics and Hootsuite social media and website monitoring tools or other equivalent tools
- Familiarity with designing for e-mail and platforms such as MailChimp
- Excellent verbal and written communication skills
- Team player with positive attitude and willingness to learn
- Strong ability to multi-task and prioritize work in a fast-paced team environment
- Must be legally eligible to work in Canada

Desired qualifications:

- Proven front-end coding skills, including HTML, CSS3, and a background in user experience (UX)
- Video/sound recording and editing skills is an asset
- Experience with Adobe Premiere Pro is an asset
- Experience in cross-cultural communications either through post-secondary study, travel or direct work experience
- Fluency in an additional language is an asset



Deadline for applications is **4:00 p.m. PT on February 2, 2021**. Please email your application directly to [bccie\(at\)bccie.bc.ca](mailto:bccie(at)bccie.bc.ca) and include a cover letter and resume by this date. *DO NOT apply through Indeed.*

PLEASE NOTE: Applications must be on time, complete, and through the specified application process above to be considered.