UNIVERSITY OF ST. MICHAEL’S COLLEGE
JOB OPPORTUNITY

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Communications Coordinator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Office of Communications</td>
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<tr>
<td>Supervisor:</td>
<td>Director of Communications, Events and Outreach</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 hours per week</td>
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<tr>
<td>Salary:</td>
<td>Competitive entry-level salary range</td>
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<tr>
<td>Terms:</td>
<td>Six months with possibility of extension</td>
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<tr>
<td>Posting Date:</td>
<td>July 12, 2017</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>July 18, 2017</td>
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<td>Apply to:</td>
<td><a href="mailto:hr.stmikes@utoronto.ca">hr.stmikes@utoronto.ca</a></td>
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<td></td>
<td>Attention: Human Resources Officer</td>
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<td>(please include position title in subject line of email when submitting resume and cover letter)</td>
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PROFILE

The University of St. Michael’s College, federated with the University of Toronto, is a Catholic institution of higher learning founded, at the invitation of Bishop Charbonnel, by the Congregation of St. Basil, whose motto, “Teach me goodness, discipline and knowledge,” sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual life thrives in a context of academic freedom and rigorous debate. The University of St. Michael’s College boasts a large and dynamic undergraduate division, a Faculty of Theology that now includes the acclaimed Sheptytsky Institute of Eastern Christian Studies and one of the busiest and most important libraries on the University of Toronto Campus.

SUMMARY

Reporting to the Director of Communications, Events and Outreach, the Communications Coordinator is responsible for providing support services in the areas of internal and external communications, multimedia, event planning, media relations, communication analytics and reporting. The successful candidate will help coordinate and manage promotional materials, databases, email newsletters and other promotional activities and core resources as well as occasional support on video production shoots and related assignments.

The coordinator also helps the department respond to requests from stakeholders and foster relationships with members of the media.

DUTIES & RESPONSIBILITIES

- Media Relations
  - Assist department in management of public/media relations
  - Maintain USMC media lists and other databases
  - Pro-actively pursue media outlets with USMC-related stories
  - Catalogue and measure metrics of media engagement for USMC-related stories
  - Scan for ways for USMC to interject its voice/experts in public news stories

- Internal Communications
Develop, manage and curate content for regularly scheduled e-blasts
- Manage USMC listservs
- Assist with frontline communications requests

- External Communications
  - Develop, manage and curate content for regularly scheduled e-blasts
  - Maintain USMC partners lists

- Video Production
  - Coordinate production projects
  - Assist in video transcription

- Event Logistics
  - Assist with planning and executing institutional events

- Communications Analytics
  - Track and report on a variety of analytics related to USMC Communications

- Special assignments

QUALIFICATIONS

- Bachelor’s degree in Communications or related field, or equivalent combination of education and training.
- Demonstrated interpersonal skills and ability to thrive under pressure.
- Excellence in written and oral communication.
- Ability to exercise good judgment, discretion and tact.
- Demonstrated ability to resolve problems and follow complex plans and strategies.
- The ability to work independently as well as in a team.
- Experience with office software (MS Office suite)
- Experience with WordPress content management systems an asset
- Willingness and ability to work occasional weekends, early mornings and evenings.
- Ability to handle discretionary information – both confidential materials and files.
- Ability to learn new skills.
- Keen sense of organization and priorities.
- Professional and volunteer experience in communications an asset.
- Ability to understand and respect the unique mission of a Catholic university.

We thank all applicants for their interest. Only those considered for an interview will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael’s College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca.