



## Position

Communications Officer, National Collaborating Centre for Indigenous Health (NCCIH) Regular, Full Time

## Purpose

Reporting to the Manager of the National Collaborating Centre for Indigenous Health (NCCIH), the **Communications Officer** is responsible for a full range of communications activities, including the creation, design, and management of content for web, social media, print, and digital publication.

## Responsibilities (partial list)

- Design, develop, maintain and update content for the NCCIH website in both official languages, including analyzing and updating online content (homepage and second-level pages) and proactively working to improve website architecture, navigation, accessibility, and user experience;
- Design, develop, maintain and update content of NCCIH social and digital media channels (e.g. Twitter, Facebook, LinkedIn, YouTube, Vimeo, SoundCloud, and ISSUU) in both official languages on a daily basis;
- Coordinate NCCIH webinars or other online events, including researching and using various online platforms (e.g. Zoom Webinar, GoToWebinar), planning and delivering webinars or other online events (e.g. social media and web promotion, facilitating live sessions, recording and livestreaming), post-production (e.g. video and audio editing) and publication online.

For full list of responsibilities and other details, **see the official job description** on the UNBC website <https://www2.unbc.ca/63751/communications-officer>

**Preference will be given to applications received by November 29th, 2021; however, applications will be accepted until the position is filled.**

## Salary

This position has been classified at Grade 9. The annual salary range for this position is **\$61,406.84 to \$63,955.36** and the normal starting salary will be \$61,406.84. UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities.

This position is based at UNBC's Prince George, British Columbia campus, however, applicants from other cities, provinces and territories who have **the ability to work remotely may be considered**. Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## About the NCCIH

The National Collaborating Centre for Indigenous Health was established in 2005 and is funded by the Public Health Agency of Canada. It is one of six National Collaborating Centres (NCCs) across Canada mandated to promote and support the timely use of scientific research and other knowledges in public health practice, programs and policies. See [nccih.ca](http://nccih.ca) for more information.