

JOB DESCRIPTION

Communications Manager



Job Title:	Communications Manager	Job Category:	UWSA Staff
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	General Manager Eric Johnston
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:	\$40,560 starting salary (plus benefits)	Position Type:	Full-Time
HR Contact:	General Manager – Eric Johnston	Date posted:	Sept 28 th , 2021
Internal posting URL:	www.uwsa.ca/jobs	Travel required:	No

Applications Accepted By Email Only

Email: uwsa@uwindsor.ca - Please make subject line “Communications Manager Job Application”

Deadline for Applications: Tuesday October 12, 2021

Att: Hiring Committee

UWSA office – CAW Student Centre, Room 209

Phone: 519-971-3600 | E-mail: uwsa@uwindsor.ca | Fax: 519-971-3654

www.uwsa.ca/jobs

General Scope of Duties

- Maintain the UWSAs social media, website, communication, and The Lance.
- Respond with timely posts (e.g. Announcements) and with scheduled posts (e.g. Elections), to espouse the mission and values of the UWSA
- Constantly improving and updating both the UWSA website and The Lance to have the most current information available for the students
- Work with UWSA executives and full-time staff on communication plans and ensure both alignment and a high level of professionalism

ACCOUNTABILITIES

- Serve on any committees as it relates to the position, upon request or by virtue of the position
- Submit requests for purchase of any equipment or quotations received from external sources to the General Manager for approval
- Submit weekly list of sponsors, donations, and advertisers to the Finance Department to be invoiced for the campus compass and/or The Lance
- Assist in the preparation of the Communications Department yearly budget, ensuring fiscal responsibility
- Ensure all deadlines are met

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Completed or in the process of completing a post-secondary degree in journalism, marketing, public relations, communications, or equivalent experience
- Mastery of social media, and understanding of the types of creative content and strategies that perform well on various social platforms (Facebook, Twitter, Google+, Instagram, YouTube) • Exceptional writing, verbal and editing skills

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- Proficiency with the Adobe Creative Suite, particularly Adobe InDesign, Illustrator and Photoshop or similar program is required
- Proficiency with WordPress or similar website software is required

PREFERRED QUALIFICATIONS

- 2+ years professional experience writing print and on-line posts or other long form content for the web
- Familiarity with website maintenance, SEO, and where applicable, online marketing
- Demonstrated ability in leading projects to on-time completion
- Excellent communication and interpersonal skills
- Ability to work well and take direction in an office environment of young diverse employees
- Ability to work with young adults that are in a position of authority
- Must be able to navigate a highly political environment while remaining apolitical
- Out of the box thinker in tune to innovative and creative marketing, design and communication ideas, particularly as it relates to the diverse demographic of students
- Familiarity with media relations
- Strong analytical and critical thinking skills
- Strong photography skills
- Strong videography skills, including proficiency in video editing program, is an asset
- Strong administrative skills
- Strong time management skills
- Ability to remain calm under pressure
- Ability to work independently and in a team environment
- Working knowledge of UWSA services and operations

WORKING CONDITIONS

- Full-Time position
- The traditional hours of operation for the UWSA office are 9:00 AM – 5:00 PM (Monday to Thursday) and 9:00 AM – 4:00 PM (Friday). However, due to the nature of the organization and this position, it should be noted that hours may be irregular and outside of the traditional hours above
- High pressure environment with timelines and deadlines
- Work will primarily take place in a controlled office environment, but also in a variety of event locations around campus
- Access to office, computer, photocopier, graphic design software, and other equipment as it relates to the position

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The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage applications from those that self-identify as members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community; this is not a University of Windsor position.

The UWSA is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in our recruitment process, please let us know in your application email, and your request for accommodation will be handled confidentially. Accommodation may be provided in all steps of the recruitment process.