

**Communications Coordinator
Dalhousie Medicine New Brunswick (Saint John)**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

Dalhousie Medicine New Brunswick (DMNB) admits 30 New Brunswick students each year, providing them the opportunity to study medicine in their home province at a variety of different teaching sites. Reporting to the Chief Operating Officer, the Communications Coordinator will be responsible for the coordination and/or preparation of all internal communications, online presence, and the operation delivery of events in support of programming, student based activity and build awareness of the program in the community

Key Responsibilities:

- Develop, maintain and manage print and online information and promotional resources to be strategically consistent with the department's communication plan.
- Create page layouts with text, graphics, photographs and other visual elements to produce newsletters, brochures, posters, and other written documents. Maintain website and social media platforms, ensuring content is current and links are active.
- Collaborate with DMNB leadership in the development of an internal communication strategy, maintain and provide up to date information in support of stakeholder engagement.
- Respond to requests for information from the media or designate an appropriate spokesperson or information source.
- Document and maintain record of activities and events through photographs and written materials in a centralized format.
- Plan, organize and promote annual and special events including public receptions, dinners, meetings, ceremonies, site visits and university promotional tours.

Qualifications: Undergraduate degree in a related field (English, Journalism, Public Relations, etc.), or equivalent combination of related education and experience. Formal training in project management would be considered an asset. Formal training in Adobe, including Adobe Photoshop, Illustrator, InDesign and Dream Weaver and Microsoft software including Desktop Publisher, Excel and Word are requirements. Training in HTML and CQ5 would be considered an asset. Experience working in a post-secondary, health care or government environment preferred. Demonstrated experience in designing both print and web based materials required, as well as proven ability to write for a variety of audiences in various formats.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by July 2, 2018 to competition DPMG-18074

Salary Range: \$44,034 - \$59,575 per annum (ADM-04).

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity