Part-time Support Officer, Marketing and Communications Office

Corpus Christi College & St. Mark’s College

[This is a 0.5FTE role]

The Community of St. Mark’s at the University of British Columbia is comprised of St. Mark’s College, St. Mark’s Parish and Corpus Christi College. Together we provide a centre of excellence for higher education in British Columbia.

Corpus Christi College offers the best start for undergraduate students embarking on their university experience, fortified by an education offering the richness of Liberal Arts. St. Mark’s College offers graduate-level academic and professional programs, including degrees and certificates for teachers, administrators, ministerial leaders, social service workers and other professions.

Corpus Christi College and St. Mark’s College at UBC are open to individuals of all backgrounds and traditions, and we are committed to meeting students “where they are” on their life journeys. We play a crucial role by offering small classes, accessible faculty and a community environment focused on forming graduates who are prepared to take on the intellectual, professional, and social challenges of our times. You can be part of helping us accomplish this mission.

Overview

Reporting to the Director of Marketing and Communications, in the Marketing and Communications Office, Support Officer, Marketing and Communications (SOMC) is primarily responsible for supporting all activities and projects of the department.

The SMOC works collaboratively with staff, faculty and stakeholders to manage, maintain and promote the Colleges’ brands through a variety of mediums that include: websites, media releases, social media, digital marketing, posters, direct mail, invitations, manuals, brochures, pamphlets, signage, photos and videos.

Expectations and Responsibilities

- Organize and maintain photo, video, graphic and logo files
- Coordinate creation and production of printed materials, as needed
- Ordering and storage of specialty paper and supplies
- Support email communications using email marketing software and coordinate dissemination processes; including obtaining current lists, proofing content and obtaining approvals
- Coordinate bulletin board assignments, content reminders and “policing”
- Oversee shared Photo Drive and photo resources
- Coordinate requests to faculty, posting of profiles and tracking of submissions for faculty profiles
• Support ongoing projects, as needed

**Qualifications and Skills**

• Diploma in Communications or a similar field; Bachelor’s degree preferred
• Demonstrated knowledge of the Microsoft and Adobe suites
• Ability to multitask under tight deadlines and work independently or as part of a team
• Demonstrated writing and communications skills
• Commitment to forwarding the missions and visions of St. Mark’s College and Corpus Christi College

This is a permanent, part-time role (20 hours a week) with a possibility of a transition to a full-time role.

Please submit your resume, a cover letter, and the names and contact information of two referees to hr@corpuschristi.ca.

Applications are open until filled.

Preferred start date: April 1, 2021