

# Internal Communications Officer (Term)

## College and Public Relations

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

## DUTIES

Red River College is looking for a dedicated, driven, and enthusiastic individual who would welcome the opportunity to work with Manitoba's largest institute of applied learning. Reporting to the Director, College and Public Relations, this new position will play an important role developing and supporting internal communication across the College. The position will work closely with human resources and provide support for broader employee engagement activities at the College. The position is a three-year term with the possibility for renewal. Specific work related to this role will include developing strategic communication plans; research, writing and/or editing stories for the College intranet, blogs, reports, social media and other written materials; liaising with employees and leaders at all levels; creating promotional materials; creating and sending electronic newsletters and notices; handling website/intranet/blog updates; developing other internal communication products; responding to stakeholder inquiries; planning events; photography; award submissions. This position may also be called-upon to support developing news releases and helping manage media inquiries; and associated administrative duties. Travel between regional and local campuses is required.

## REQUIRED QUALIFICATIONS

- Degree or Diploma in a communications-related field; an equivalent combination of education and experience may be considered
- Several years' experience in a relevant role that is focused on internal communications and employee engagement
- Ability to quickly understand and communicate complex subject matter
- Ability to create strategic communication plans, formulate strategy, understand audience needs and respond accordingly
- Ability to work with tight timelines and under pressure
- Experience creating strategic communication plans for internal and external audiences
- Experience developing communications for various web, intranet, and social media platforms
- Proficient with Microsoft Office Suite 2010 or greater
- Excellent attention to detail and proficiency in grammar
- Effective organizational skills
- Effective interpersonal skills
- Effective communication skills
- Able to work independently, as well as part of a team
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

## ASSETS

- Experience with change management communications and initiatives
- Formal training in change management

## CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

## COMPETITION NUMBER

2019-143

## CLOSING DATE

July 10, 2019

## SALARY

\$56,777 - \$77,695 per annum

## POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

## POSITION TYPE

Full-Time, Term Position Available

Anticipated July 2, 2019 up to March 31, 2022

Possibility of an Extension

## APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)

2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

