

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

RRC is perennially ranked as one of Canada's Top 10 Research Colleges in Canada, with expectations for continued, and rapid growth across multiple disciplines. The primary research thrusts supported by this position will be culinary innovation and sustainable vehicle technology; secondary thrusts include sustainable buildings, advanced manufacturing and aerospace; applied business research; digital technology; and more.

Working in the College's Advancement division and the Research Partnership and Innovation office, the Research Communications Officer will be responsible for developing and supporting the communications activities of RRC's applied research initiatives as assigned. Specific activities will include research, writing and/or editing stories for Red River College's blogs, reports, and other written materials; liaising with employees and leaders at all levels; creating promotional materials; creating and sending electronic newsletters and notices; handling website/blog updates; developing other internal and external communications; responding to stakeholder inquiries; managing media requests; planning events and news conferences; photography; award submissions; and associated administrative duties. The position is currently working remotely but may be required to attend campus on an as-needed basis.

REQUIRED QUALIFICATIONS

- Degree in a communications-related field. A Diploma in communications with relevant experience may be considered an equivalent combination of education and experience
- Professional communications experience
- Ability to quickly understand and communicate complex subject matter
- Ability to formulate strategy, understand audience needs and respond accordingly
- Ability to work with tight timelines and under pressure
- Experience managing media requests and planning news conferences
- Experience developing communications for social media platforms
- Proficient with Microsoft Office Suite 2010 or greater
- Proficiency in presentation skills
- Excellent technical and media writing skills
- Excellent attention to detail and proficiency in grammar
- Effective organizational skills
- Excellent interpersonal skills
- Effective communication skills
- Able to work independently, as well as part of a team
- Responds well to constructive feedback
- Strong work ethic
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- A diploma in creative communications
- Experience writing award applications and proposals
- Experience working in the fields of research, technology, engineering, and/or innovation

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

2021-019

CLOSING DATE

March 1, 2021

SALARY

\$57,780 - \$79,057 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available
Anticipated March 15, 2021 up to
March 25, 2022

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.

At Red River College we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr