



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

## Communications Coordinator; Posting ID 28345

|                       |   |                     |
|-----------------------|---|---------------------|
| <b>Job ID</b>         | <b>C8-9A-92-8F-DD-D5</b>  |                     |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=C8-9A-92-8F-DD-D5">https://careers.indigenous.link/viewjob?jobname=C8-9A-92-8F-DD-D5</a> |                     |
| <b>Company</b>        | University Of Western Ontario   |                     |
| <b>Location</b>       | London, Ontario   |                     |
| <b>Date Posted</b>    | From: 2022-10-05  | To: 2023-04-03      |
| <b>Job</b>            | Type: Fixed-term  | Category: Education |
| <b>Job Start Date</b> | November 1, 2023  |                     |
| <b>Job Salary</b>     | Professional Management Association, Level 13   |                     |
| <b>Languages</b>      | English   |                     |

### Description

Reference: 28345

Location: UWO Main Campus

Faculty/Unit: VP Research - Western Research

Department: Research Development & Services

Employee Group: Non Union

Appointment Type: Contract

Appointment Status: Temporary Full-time

Classification & Regular Hours

Hours per Week: 35

Salary Grade: 13

Please note this is a temporary full time contract with an expected end date of November 1, 2023

Secondments are Welcome

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

Western Research provides strategic and administrative support to advance Western University's research mission and profile on the global stage.

Responsibilities

The Communications Coordinator contributes to the strategic development, implementation, monitoring, and assessment of communications and marketing initiatives, with a goal of cultivating, promoting and supporting a culture of research excellence at Western. The role builds relationships across the Western Research portfolio, and across campus, to manage communications and marketing projects, and provides advice on related matters, focusing largely on leading data-driven digital approaches to communication. The Communications Coordinator works in collaboration with the Associate Director (Research Promotion & Profile) to develop and implement new and revised communications processes and practices, with a focus on supporting the research community, protecting Western's reputation, and fostering communications between Western Research and the various Faculty and Departmental research staff and faculty members.

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and

diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca) or phone 519• 661• 2194.

Please Note:

Effective September 7, 2021, all employees and visitors to campus are required to comply with Western's COVID• 19 Vaccination Policy.

### **Experience**

• 3 years' experience implementing communications plans, with responsibility for managing projects, reviewing/assessing documentation and crafting communications materials

### **Education Requirements**

• Undergraduate degree in Communications, English/Literature, Journalism/Media or Related Program

• International Association of Business Communicators Designation is preferred

### **Essential Skills**

• Knowledge of, and ability to manage, digital and social media platforms, communication and engagement strategies for academic populations

• In• depth knowledge of principles of writing, including grammar and style, argument, and coherence and attention to detail and proofreading abilities

• Creative problem• solving skills and sound professional judgment, especially regarding confidential/sensitive matters

• Compelling and persuasive communication skills to engage individuals and teams within the university, as well as funding agencies and external partners

• Advanced computer skills in Microsoft Office Suite and demonstrated proficiency using graphic design/layout software, web content management systems, video editing software, and report/query tools

• Excellent presentation skills (design and delivery), including a demonstrated ability to conduct training sessions and instruct others

• Ability to analyze metrics and consider past communications to craft engaging written communications using social media or other appropriate channels

• Ability and proactive effort to stay abreast of technological and professional developments in communications, and to adapt efficiently to emerging priorities and changing work methods

• Ability to provide solutions by using imaginative approaches where constructive thinking and innovation are required

• Ability to establish and build healthy working relationships and partnerships with clients, peers and external stakeholders

• Project management skills to manage multiple projects simultaneously from conception to completion within tightly prescribed timelines

• Ability to quickly adjust priorities in response to unexpected events or changing circumstances

• Self• driven, independent thinker who is highly motivated and possesses an intrinsic passion for quality

### **How to Apply**

Click "Apply Now"

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.