



## **Publications & Communications Coordinator**

### **Position Overview:**

**Reports To:** Senior Coordinator, Board & Public Relations

**Oversight:** To provide the steady flow of information from the Student Association organization to the student body and the college community, using creative materials that grab students' attention, convey a succinct (and sometimes difficult) message, and help drive our vital services, events and activities to success.

### **Nature and Scope of the Position:**

- Management of the student-based editorial team and its production of the biweekly student newspaper, the *Dialog*;
- Coordination of graphic design and production of diverse print media for the Student Association;
- Production coordination and oversight of the student handbook *The Source*.

### **Leadership / Management:**

- Recruit, select, train, evaluate and work closely with a number of students required to produce SA publications. You should be able to mentor and enable individual students and student teams;
- You will be required to put together solid, productive teams to work on projects and effectively supervise students with a range of skills, abilities and work experience;
- Required to concurrently work on multiple projects and tasks, to balance conflicting priorities and deadlines, and to work efficiently;
- Time management and delegation skills are essential to your ultimate success;
- You will balance your proficiency and technical expertise in graphic design software, web operations and Mac operating systems with first-rate project and budget management skills.

### **Performance Measurables:**

- ✓ Maintain exceptional attendance and regular hours of work;

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**Re - issued:**

- ✓ Establish and maintain a positive, professional and interactive working relationship with the SA staff, student executives and board members;
- ✓ Publish all relevant SA materials on time and according to the annual publication schedule you create and is communicated throughout the organization;
- ✓ Ensure all SA published material is timely, accurate and free of errors or omissions;
- ✓ Provide interesting and creative material through SA publications that reflects the interests of the SA board of directors and the student body at large;
- ✓ Ensure the SA website is up to date, current and free of errors or omissions.

### **Qualifications:**

- A post-secondary degree, diploma or equivalent is required;
- Previous experience in the communications industry;
- Proficiency in computer use, including MS Word, Excel, Outlook, PowerPoint and web based applications;
- A graphic design background is essential;
- An outgoing, positive and friendly personality;
- Excellent communication skills, both written and oral;
- Excellent organization and project management skills;
- The ability to work in a team environment, take initiative and work independently;
- The ability to multitask;
- Excellent interpersonal skills with an ability to navigate complex situations and difficult interactions with grace, patience and professionalism.

### **Additional Information:**

Send resumes to [sahr@georgebrown.ca](mailto:sahr@georgebrown.ca).

### ***Mission Statement***

We are the Students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.