

Communications Coordinator

Reporting to the Communications and Web Manager, the Communications Coordinator develops fresh, brand-consistent web and print content. The purpose of these activities is to communicate the Justice Education Society's (JES) brand, resources and programs to key stakeholders and the public, and drive online traffic to the Society's websites.

The Communications Coordinator is responsible for contributing to the Society's many projects and publications – often simultaneously. The position requires strong writing and organization skills.

The Communications Coordinator also desktop publishes many of the Society's publications, sits on committees/working groups and supports web initiatives.

Responsibilities

Publications

- Managing the development and production of JES publications such as the newsletter, program & resources guide, brochures, annual report, PowerPoint presentations, and more.
- Writing and editing copy on many subjects for websites, magazines, fundraising letters, teachers' guides, speeches and more.
- Ensuring publications and staff-created communications pieces meet JES branding standards.
- Working closely with graphic designers, copy editors, printers, students, volunteers and more as required to make sure projects are completed on time and budget.
- Maintaining an accurate inventory of the Society's publications and coordinating distribution of the publications.
- Coordinating print runs of new and existing publications and resources.

Web

- Writing and editing website content and then using content management software to publish it online.
- Managing and regularly updating the Society's Twitter, Facebook and YouTube accounts.
- Updating JES websites in a timely manner and ensuring communications materials are available online.

Public Relations

- Coordinating the Society's public outreach efforts by leading presentations, writing media releases, executing marketing campaigns and distributing information.
- Coordinating all aspects of JES events.
- Responding to inquiries from the public and stakeholders.

Formerly the Law Courts Education Society of BC

Required Qualifications

- 2+ years of marketing/communications experience, preferably in an environment where the Internet and other technologies were a focus.
- Hands-on style and a 'can-do' attitude, willing to get involved in all aspects of the job. Able to work under pressure and meet tight deadlines.
- Ability to collaborate with the JES Communications and Web Manager to implement JES marketing/communications campaigns as required.
- Ability to develop an in-depth understanding of JES' varied client base and work to translate that understanding into targeted marketing/communication messages.
- Strong creative writing and editing skills. Ability to effectively translate academic or legal information into clear, plain language copy without sacrificing style. Ability to write for different audiences and different mediums.
- Supervisory and relationship management experience. Ability to oversee teams and delegate as needed. Ability to build strong relationships with the media, vendors and executive level stakeholders.
- Project management experience and a proven ability to multi-task.
- Strong interpersonal and oral communication skills. Entrepreneurial style. Team player. Confident speaker. Ability to work on multiple unrelated tasks with little supervision.
- Understanding of, or eagerness to learn about, the legal world and public legal education.

Education & Skills

- Undergraduate degree (or equivalent) in Marketing/Communications/Journalism.
- Expertise with these core communication skills: writing, desktop publishing and web publishing.
- Experience using Drupal, Wordpress, InDesign, Photoshop, newsletter design software and other communications software/applications.

This is a full-time position (Monday to Friday) and is based at our head office in the Provincial Court building at 800 Hornby Street in Vancouver. Our Society offers competitive salaries and a comprehensive benefits package that includes a generous pension plan. The successful candidate will be subject to a criminal record check.

Application Deadline: Noon on February 6, 2012

Please email resume, cover letter and a sample of your writing to Careers@JusticeEducation.ca. Please state "Communications Coordinator" in email subject line. No phone calls please. We thank all those interested for their time and care in submitting applications but regret that only candidates selected for an interview will be contacted.

About the Justice Education Society of BC

The Justice Education Society creates innovative programs and resources that improve access to British Columbia's justice system. To date, the Society has produced over 50 legal publications, 30 websites, more than 70 instructional videos, and has introduced over one million students to BC's courts.

The Society's programs and resources serve the general public, teachers, youth, persons with disabilities, Aboriginals and immigrants in British Columbia and throughout Canada. These services help individuals better understand how our justice system works and how to resolve their legal matters. In addition, the Society's International Program manages many projects worldwide that strengthen countries' justice systems.