Communications and Campaigns Division
Assistant Director—Magazine Editor/Internal Communications
Full-time continuing position

The role
Reporting to the Director of the Communications and Campaigns Division and the Executive Director, the Magazine Editor/Internal Communications staff person works with the Assistant Editor/Designer to produce the Teacher magazine, prepares internal communications to members and works with the CCD administrative staff team on the Federation’s overall communications and campaigns.

Duties and responsibilities
• co-ordinates the preparation, editing and production of the Teacher magazine.
• assists with the preparation of the Federation’s internal communications and bulletins to members.
• co-ordinates the meetings of the Federation’s Teacher magazine Editorial Board.
• assists with the overall work related to the Federation’s communications and campaigns, and with the ongoing and emerging priorities in communications.
• works with CCD administrative staff to provide communications support to locals and communications training at Federation leadership events.
• assists with photography at Federation events and for BCTF publications.

Necessary qualifications
• excellent writing and editing skills, and ability to adapt writing style to fit different publications, communications vehicles and audiences.
• expertise in the use of traditional and social media communications tools and in developing communications plans.
• computer proficiency.
• knowledge of online publishing strategies and structures.
• photography skills.
• excellent administrative, organizational, communication and time-management skills.
• ability to meet tight deadlines, handle numerous concurrent responsibilities, quickly integrate new information and respond to emergent issues.
• university training, public school teaching experience, preferably in BC.
• extensive voluntary and elected service in teacher organizations and knowledge of Federation priorities, goals and objectives.

Desired qualifications:
• communications workshops or courses.

Other: Willingness to work evenings and weekends, and flexible to travel.

Salary: Starting salary is $100,375 per annum depending on BCTF staff experience, if any. Full range of benefits.

Appointment date: September 1, 2020, or a mutually agreeable date.

Applications: Only applications received in writing by 5:00 p.m., Wednesday, June 10, 2020, will be considered. Send a letter of application, citing job posting number JP1112, and résumé including reference contact information by email to postings@bctf.ca or by mail to the BCTF Human Resources Department, BC Teachers’ Federation, 100–550 West 6th Avenue, Vancouver, BC V5Z 4P2. (Please contact Jeannine Coulombe at 604-871-2200 or toll free 1-800-663-9163, ext. 2200, to indicate that you have emailed your application.)

Deadline for applications is 5:00 p.m., Wednesday, June 10, 2020.

Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member an equity-seeking group, which includes female, trans* (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.